NOW HIRING
Data Transcribers and Clerks
PATHWAYS STUDENT INTERNSHIP
Covington, KY and Florence, KY

Flexible hours, part-time during school then full/part time in summer

The IRS Pathways Internship Program provides federal employment opportunities to students who are enrolled, or accepted for enrollment, as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited, high school, technical, vocational, 2 or 4-year college or university, graduate or professional school, the opportunity to work and explore new careers while in school.

Some of the major duties include:
- Receiving, recording, sorting, batching, associating, controlling, staging, collecting mail
- Extracting and distributing incoming/outgoing work
- Maintaining, updating, and purging suspense/closed files
- Examining and perfecting documents
- Inputting and/or verifying taxpayer information from tax returns
- Administering and performing other support activities

To qualify, you must be:
- A United States citizen and at least 16 years of age
- A student attending high school; or a post-secondary degree or certificate program on at least a half-time basis in a qualifying educational institution
- Maintaining an overall 2.0 GPA or higher and good academic standing

To Apply:
- Go to www_USAJOBS_gov
  - Create: (1) Login.gov Account & (2) USAJOBS Profile then build/upload your resume
  - Required: high school or college transcript and college acceptance letter (if HS Senior)
- Search
  - Announcement #: 18CE3-WIX0077-0399-01-VP [Data Transcriber]
  - Announcement #: 18CE3-WIX0078-0399-01-VP [Clerk]
  [All positions do Not to Exceed (NTE) 1 year but may be extended without further posting]
- Deadline: Tuesday, April 10, 2018 (11:59 pm, EST)

Visit http://www.jobs.irs.gov/careers to learn more about IRS careers.

The Internal Revenue Service is an Equal Opportunity Employer