

# Secretary

Job Series 0318

Careers at the IRS with the  
**TAXPAYER ADVOCATE SERVICE**



## WE'RE HIRING!

Jobs available  
nationwide!

Attend one of our in-person or virtual information sessions at  
[www.TaxpayerAdvocate.irs.gov/recruitment](http://www.TaxpayerAdvocate.irs.gov/recruitment).

As a Secretary, you will provide support to advocates and managers who directly help taxpayers. These taxpayers may be facing hardships, language, or cultural barriers and need help with resolving their tax problems.

You will work with people throughout the Taxpayer Advocate Service and the IRS, help with outreach events in your local area, and arrange conferences and meetings.

Job duties include maintaining your manager's calendar, preparing minutes, reviewing incoming correspondence, and briefing your manager on important office related updates. You will receive regular training and be encouraged to explore career development opportunities.

### Our Benefits

- Competitive salaries, paid holidays and leave
- Variety of work schedules and telework
- Generous retirement benefits and Thrift Savings Plan
- Excellent health and life insurance
- Opportunities for cutting edge training and career advancement
- Worklife programs, diversity, positive environment, stability
- On-site amenities at some locations (cafeteria, credit union, childcare facility, free parking, public transportation subsidy, fitness center)

Apply for our positions at [irs.usajobs.gov](http://irs.usajobs.gov)!

For more information about TAS careers, visit [www.TaxpayerAdvocate.irs.gov/careers](http://www.TaxpayerAdvocate.irs.gov/careers).

