***IRS Job Openings Available Now***

**To: Supervisors and Counselors**

**From: Dr. Larry Dickerson, President and Chief Executive Officer**

 **World Services for the Blind**

**Date: April 2012**

**Re: Contact Collection Representative Course**

Greetings! The next **Contact Collection Representative** vocational course will begin on **July 16, 2012,** and the deadline to enroll for the 30-day Evaluation period is **June 18, 2012.**

We are still in the process of finalizing our job commitments from the IRS, but employment opportunities may be available in the following cities: **Atlanta, GA; Buffalo, NY; Des Moines, IA; Denver, CO; Detroit, MI; Fresno, CA; Jacksonville, FL; Kansas City, MO; Nashville, TN; Oakland, CA; Philadelphia, PA; Seattle, WA.** Please note that ***locations are always subject to change*.**

This four month course trains individuals who are blind and visually impaired to work for the Internal Revenue Service in tax collection. Each person selected for the course will be placed in employment with the IRS upon successful completion of the program. New hires will start at a GS-5 federal pay grade level, and will have promotion potential to GS-8. Once on the job, Contact Collection Representatives respond to incoming telephone calls regarding tax delinquent cases, adjustments to tax payer accounts, and general service procedures. The individual is taught how to obtain information on the taxpayer’s financial status, potential levy sources, and taxpayer whereabouts, in order to encourage voluntary compliance with federal tax laws, and initiate corrective action to prevent future delinquencies. Training involves learning the use of the personal computer with ZoomText or JAWS and Braille Display.

Individuals interested in this program must have good independent living and orientation and mobility skills. **A high school diploma or GED with four years of college or equivalent work experience is required**, as is the ability to read print at 100 wpm with 75 percent comprehension and proficiency with ZoomText, or Braille at 60 wpm with 75 percent comprehension and proficiency with JAWS. Written communication, including keyboarding for business correspondence with a speed of 30 wpm and the ability to pass a math test using a calculator with 90 percent accuracy is also required. Clients must also be able to work well with people under pressure.

Applicants must be U.S. citizens and are subject to FBI name and fingerprint check, employment checks, income tax verification for the past three years, and any other information relevant to selection for employment. Males born after December 31, 1959, must be registered with the Selective Services.

**For Referrals or More Information:**

**Recruitment and Admissions Office**

**Lions World Services for the Blind**

**(501) 664-7100 or (800) 248-0734**

**training@lswb.org**[**http://jobs.irs.gov/precollege/lions-world/html**](http://jobs.irs.gov/precollege/lions-world/html)