

VACANCY ANNOUNCEMENT



Tri-Mission Management

Serving the U.S. Missions to France, OECD, & UNESCO

TO: All Interested U.S. Citizens
SUBJECT: Taxpayer Assistant, Internal Revenue Service (IRS)

DATE: May 3, 2011
NUMBER: V-2011-012

NOTE: ALL ORDINARILY RESIDENT APPLICANTS** (See Appendix A for Definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS AT THE TIME OF APPLICATION TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

POSITION: PC-7201 – Taxpayer Assistant
FSN-8, FP-6*

OPENING DATE: May 3, 2011

CLOSING DATE: May 31, 2011

WORK HOURS: Full-time: 40 hours/week for AEFMs/NORs
Full-time: 35 hours/week for Ordinarily Residents:

SALARY: Not Ordinarily Resident: \$44,737.00 gross p.a. (starting salary)
Ordinarily Resident: €39,853,00 gross p.a. (starting salary)

* Actual grade and salary will be based on the qualifications of the applicant.

The Internal Revenue Service (IRS) of the U.S. Embassy in Paris is seeking an individual for the position of Taxpayer Assistant.

BASIC FUNCTION OF POSITION:

The incumbent provides technical tax information and procedural help to a variety of taxpayers and/or their representatives in person, by telephone, or by correspondence to assist the taxpayer in meeting their U.S. tax filing and payment obligations. The level of assistance varies according to the taxpayer's needs in the context of their total tax situation. Major duties and responsibilities include:

- Provide taxpayers with technical tax information covering the full range of individual income taxes or federal taxes by researching complex tax law or procedural questions.
- Answer taxpayers’ questions regarding their U.S. federal tax accounts or IRS bills/notices, explaining notices and taking any necessary corrective actions.
- Help taxpayers’ meet their U.S tax filing and payments obligations.
- Support the closing of sensitive, difficult and complex correspondence regarding individual tax cases.
- Support the Government’ s need to issue identity numbers (ITIN) to foreign nationals with U.S. Federal Tax liabilities by explaining the rules, verifying identification to ensure the ITIN is issued to the correct individual.
- Educate taxpayers and tax practitioners by making public presentations, instructing taxpayer education programs, to help them understand and meet their U.S. tax filing/paying obligations.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **Items 1-5 are all required.**

1. Education: Two years of college level courses, involving subjects that include oral/written communications skills, research techniques and analytical skills is required.

2. Work Experience: Three years experience in two or more of the following: Preparation of U.S. individual income tax or other U.S. federal taxes; customer service/relationship management; or on-line researching of U.S. tax issues on commercial databases are required.

3. Language proficiency: English (Fluency) writing, reading, speaking is required.

4. Knowledge: Comprehensive knowledge of the US individual income tax code, regulations, relevant treaties, tax forms and publications are required.

5. Skills and abilities: Ability to prepare income tax returns for individuals. Demonstrated research and analytical skills. Ability to communicate orally in an effective manner, including strong interviewing and presentation skills. Ability to explain complex tax laws, procedures etc. to clients. Ability to deal

effectively with diverse audiences and to manage irate individuals.

Selection Process:

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Qualified USEFM applicants who are also U.S. Veterans will receive the highest preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Additional Selection Criteria (see definitions):

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an overall summary rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply within the first 90 days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, unless currently hired into a position with a “When Actually Employed” (WAE) work schedule.
6. The candidate must be able to obtain and hold a **secret** security clearance.

To apply:

Interested applicants for this position must submit the following or the application package will not be considered.

1. Applicants who claim EFM or MOH status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174 - available from the Embassy web site employment page), **or**
3. A current resume or curriculum vitae in English that provides the same information as the DS-174; **plus**
4. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Submit application to:

Embassy of the USA
Human Resources Office
Attn: Jérôme de La Mater
2 Avenue Gabriel
75382 Paris Cedex 08

Point of contact:

TEL: 01-43-12-25-74
FAX: 01-43-12-24-36
EMAIL: ParisRecruitment@state.gov

CLOSING DATE FOR THIS POSITION: May 31, 2011 (COB at 5:00 p.m.)

The US Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A

****DEFINITIONS**

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and
- EFM (see above) at least 18 years old; and
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and
- Does not ordinarily reside (OR, see below) in the host country; and
- Is not subject to host country employment and tax laws; and
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Drafter: HR- GBayle
Cleared: IRS-ABenbrahim
Approved: TMM-PTruhn