

# Vermont Department of Taxes Seeks Seasonal Temporary Employees



Looking to develop skills that will help prepare you for a career in taxation or finance?

We are seeking temporary employees to assist with tax processing during the busy tax season.

## Temporary Positions

Temporary positions are January-May 2017, full time (40 hours/week), day shift only, Monday-Friday in Montpelier.

### Income Tax Examiners and Clerks

- Provide quality telephone customer service
- Process individual income tax returns
- Perform related functions.
- Must have good math skills and accuracy

### Data Entry Operators

- Enter and verify data
- Requires 8,000 keystrokes per hour

### Clerks

- Opening mail
- Batching returns

### Data Clerks (February-March 2017)

- Distribute forms and publications
- Must have good computer skills and accuracy

## How to Apply

New applications for these positions are accepted **ONLY** through the Vermont Department of Human Resources website, per the following instructions. **We no longer accept paper applications by email or fax!**

Temporary employees seeking to return from prior years should contact the hiring supervisor for your area of employment.

**Step 1.** Go to the State of Vermont Human Resources website:

<http://humanresources.vermont.gov/careers>

**Step 2.** Scroll down and click on the JOB SEEKERS box.



**Step 3.** Locate the position you wish to apply for in the list of the **Latest Job Postings**.

**Step 4.** Click on the link for the position title you seek and follow the steps there.

Successful applicants must be in good standing relative to filing tax returns and payment of taxes due. For more information about any of the positions, contact the Temporary Applicant Coordinator at [Tax.IndividualIncome@vermont.gov](mailto:Tax.IndividualIncome@vermont.gov) or call 802-828-2865.

**Equal Opportunity Employer**