

# 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 2019, 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 (January-March 2019)

- 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.** Select For External Candidates.

**Step 3.** In the Search by Keyword box, type in "tax" and click Search Jobs.



**Step 4.** Select the position you are applying for and follow the steps there.

Successful applicants must be in good standing relative to filing tax returns and payment of taxes due. Applicants must agree to be finger-printed and pass a background investigation to be eligible for these positions. For more information please contact Corrinna Colson at 802-828-6843 or [Corrinna.Colson@vermont.gov](mailto:Corrinna.Colson@vermont.gov)

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