



**DEPARTMENT OF THE TREASURY  
“INTERNAL REVENUE SERVICE CAREER OPPORTUNITY”**

**RECRUITMENT NUMBER:** 09-WA4-004-1102-7/9FCIP-PB **Opening Date:** 03/01/2010 **Closing Date:** 03/15/2010  
**POSITION TITLE, SERIES & GRADE:** Contract Specialist, GS-1102-07/09 **LOCATION(s):** Oxon Hill, MD  
**Salary:** GS-07: \$42,209.00—\$54,875.00; GS-09: \$51,630.00—\$67,114.00 **Number of Vacancies:** 10 **Work Status:** Full-time

*Now that you’ve almost (or already graduated, you’ve got many career options to consider. Take a moment to consider an out-of-the-ordinary employer....the Internal Revenue Service’s Agency Wide Shared Services (AWSS), Office of Procurement or- organization.*

An IRS career: It all adds up! Here you will excel with one of the largest financial institutions in the world and be part of one of the most well trained, professional workforces anywhere. IRS total compensation package goes far beyond that of typical private-sector employees. It includes the following plus much more:

- Wide range of career choices and career progression
- Superior, specialized training
- Generous vacation and sick leave
- Competitive pay and career stability
- Flexible work schedules

*This is an opportunity notice for a two-year internship under the Federal Career Intern Program (FCIP) in the AWSS organization. Interns will participate in an intensive (2) two-year program that will “jump start” their career. Upon successful completion of the internship, which includes rotational work assignments involving awarding and administering contract actions, interns become eligible for permanent placement within the agency and develop their potential for future advancement. Put your skills and experience to work from day one in this challenging and forwarding career opportunity.*

**IRS Federal Career Intern Program (FCIP) - with possible relocation opportunities later!**

*Just look what you can do with your degree in Accounting, Finance, Business or a related field.*

Seize this opportunity to develop into a future leader of the IRS as an Intern in our Agency-Wide Shared Services (AWSS) organization as a Contract Specialist. This wide range of experiences will broaden your skills and prepare you for success and also offer you opportunities to relocate to one of our field offices at the end of your internship.

The Contract Specialist, GS-1102 duties include performing all segments of selected pre/post-award procurement actions, which may include processing and negotiation of procurements, assisting in developing Statement of Work, along with additional government contracting functions.

**WHAT QUALIFICATIONS DO I NEED?** To be eligible for a GS-7, applicant must have 1 full academic year of graduate education or law school in one or a combination of the following fields is required: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. To be eligible for a GS-9, applicant must possess 2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D.

**HOW DO I APPLY?** You must submit a resume, college transcript, and a copy of your DD-214, if applicable by the closing date via fax at (202) 283-7274 or you may send it electronically via email to HCOCOEFOUR@irs.gov or mail to: IRS, Washington Employment Office, Center IV, OS:HS:THR:E:OPSUP:WSH, 1111 Constitution Avenue, N.W., Suite 215B, Washington, D.C. 20224, Attention: Patricia Bledsoe. Your resume should include your prior work experience, references and the college degree. If you have any questions you may contact Patricia Bledsoe at (202) 283-5513 or via email at Patricia.S.Bledsoe@irs.gov.

**REQUIREMENTS:**

- **Must be a U.S. Citizen**
- **You will be required to undergo fingerprinting, background investigation and tax check clearance.**

**\*Apply early—only the first 50 applicants who apply by the closing date and are eligible will be considered. Thereafter, eligible applicants will be referred on an as needed basis based on time and date that they applied to this announcement.**

**“IRS IS AN EQUAL OPPORTUNITY EMPLOYER”**

