



# Careers at the IRS



Job Series **303**

As a Clerk, you will perform a variety of administrative tasks and duties associated with tax administration. This may include identifying and reviewing forms, preparing inventory reports, reviewing filed material, and transcribing and/or keying a variety of taxpayer documents. You may be responsible for opening and sorting both incoming and outgoing mail, routing correspondence, filing and updating appropriate systems. Clerks perform all duties associated with properly filing, scanning and packing customer orders for IRS products.

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