



2022 Tax Season LTE Opportunities

The Wisconsin Department of Revenue (DOR) is **NOW HIRING** limited-term employees (LTE) to assist in various roles with the seasonal processing of tax returns. For the 2021-2022 season, DOR has announced multiple positions in the fall of 2021 for open application on [Wisc.Jobs](https://www.wisconsin.gov/jobs). Search by Agency "Dept of Revenue" to view all LTE postings. Or search by the job announcement code to find a specific posting. Positions are in Madison unless otherwise specified.

Tax experience is not required; training is provided for all positions. LTE positions do not have benefits but can provide valuable knowledge and skills useful in permanent positions that may later become available at DOR.

Positions available:

#3630 - Customer Service – Madison (20 vacancies)

Respond to routine telephone inquiries from taxpayers related to WI income tax returns.

(Approximate duration: January – May 2022, schedules M-F, 40 hours/wk, 8:00am – 4:30pm.) \$18.69/hour.

#3634 – Customer Service – Milwaukee (2 vacancies)

Provide taxpayer assistance in the Milwaukee office. Handle walk ins who come in with tax questions and complete homestead credit forms.

(Approximate duration: January – mid-May 2022, schedules M-F, 40 hours/wk, daily 7:45am – 4:30pm.) \$18.69/hour.

#3645 – Tax Operations – Income Tax (27 vacancies)

Positions in Exceptions and Individual Adjustment Review programs. Review and resolve semi-complex, suspended income tax returns and payments, issue letters requesting additional information to resolve suspended returns. Review requests for information and reply as assigned. Create vouchers for estimated tax, return and bill payments and review identification documents.

(Approximate duration: February – July 2022, schedules M-F, 30-40 hours/wk, daily variable between 7:00am – 4:30pm.) \$18.69/hour.

#3643 – Tax Operations – Business Tax (12 vacancies)

Processing data warehouse cases, processing returns and payments, incoming mail and other worklist items as needed.

(Approximate duration: January – June 2022, schedules M-F, 40 hours/wk, daily 8:00am-4:30pm.) \$18.69/hour.

#3642 – Unclaimed Property (2 vacancies)

Entry level work in unclaimed property operations. Analyze, review and process records and forms to determine claim management under stator provisions; provide direction to claimant (or their representatives) about claim requirements and eligibility; and compute and determine payments or assets/securities transfer related to claims.

(Approximate duration: January – mid-May 2022, schedules M-F, 40 hours/wk, 8:00am – 4:30pm.) \$18.69/hour.

#3694 – Compliance – Process Data Services (6 vacancies)

Respond to customer inquiries via telephone and email regarding the interception of refunds against debts to other Wisconsin state agencies. Prepare payment vouchers, determine prorated refunds, research, and apply suspended payments, and conduct research on name and identification mismatches.

(Approximate duration: January – June 2022, schedules M-F, 40 hours/week, daily 7:45am – 4:30pm.) \$18.69/hour.

#3661 – Data Verification (41 vacancies)

Enter data in the processing system from a variety of documents. Verify data from scanned documents in the system, checking for accuracy and make corrections if necessary.

(Approximate duration: January – May 2022, schedules M-F, 30-40 hours/wk, daily variable between 6:30am – 4:30pm.) \$12.00 - \$14.00/hour.

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#3660 – Data Capture/Scanning (3 vacancies)

Scanner Operator: Scan tax documents in the system. Training on how to operate scanners and maintain records will be provided.

Scanning Support: Make batches of documents ready for scanning by squaring up unorganized stacks of tax returns in a paper jogging machine. Training on how to operate jogger will be provided. Move boxes of work to and from shelves as needed.

(Approximate duration: February – mid-May 2022, schedules M-F, 30-40 hours/wk, daily variable between 6:30am – 4:00pm.) \$12.00 - \$14.00/hour.

#3705 – Mailroom – Mail Opener/Reviewer (14 vacancies - 2 position types)

Revenue Tax Assistant-Entry/Objective (11 vacancies) These are Mail Openers who open, organize, and prep Income Tax returns for scanning. \$11.75 - \$12.50/hour.

Revenue Tax Representative-Objective (3 vacancies) These are "Specialists"; they open, sort, and prep Income Tax returns. They also train and inspect LTE workers output. \$12.50 - \$13.00/hour. (Approximate duration: Various hire dates starting in December, January, February and working through May 2022, schedules M-F, 40 hours/work, daily 7:30am – 4:00pm.)

#3699 – Mailroom – Shipping & Mailing Associate – Laborer (4 vacancies)

These staff will start in the library forms order process picking orders, packing, and shipping. Mail Review Laborers are on their feet most of the day walking around the Mail Opening room picking up tax returns prepped for scanning. They sort these forms into boxes and then take the boxes to Scanning. Mail Services Laborers will be on their feet most of the day sorting, slicing, and delivering incoming mail.

(Approximate duration: Hire dates starting in December, January and working through May 2022, schedules M-F, 40 hours/wk, daily 8:00am – 4:30pm.) \$12.25 - \$12.75/hour.

#3881 – Audit Bureau – Appleton (1 vacancy)

Provide taxpayer assistance in the Appleton office. Assist walk ins who come in with tax questions and complete homestead credit forms.

(Approximate duration: January – mid-May 2022, schedules M-F, 20-40 hours/wk, daily 7:45am – 4:30pm.) \$18.69/hr.

Special Notes:

LTE positions are limited to 1039 hours per year.

The department will conduct a background check, fingerprint check and tax compliance check prior to making an offer to hire. Interview results may be reused in accordance with the State of WI interview reuse policy.

All state employees are required to report their COVID vaccination status, whether vaccinated or not, and must provide supporting documentation if vaccinated. Newly hired employees will be required to submit this information within their first two weeks of employment. At this time, those who are unvaccinated are subject to weekly COVID-19 testing protocols.

Applicants must be eligible to work in the United States. The Department of Revenue does not sponsor work or student visas, either at time of hire or at any time.

Qualifications:

See individual job postings.

How To Apply:

Apply right now, online, on [Wisc.Jobs](https://www.wisconsin.gov/jobs). Search by Agency "Dept of Revenue" to view all postings. Or search by the job announcement code noted above to find a specific posting. Follow the instructions on each job announcement to apply.

Questions regarding the LTE positions can be directed via email to: DORHumanResources@wisconsin.gov

Deadline to apply: Open deadline until the needs of the Department are met. Position selections occur in fall of 2021 for employment starting in late 2021 and early 2022.

The state of Wisconsin is an Equal Opportunity and Affirmative Action employer seeking a diverse and talented workforce.