



Job Opportunity **Bilingual (Spanish) Screener**

New Jersey Citizen Action is a statewide grassroots organization that fights for social, racial and economic justice. Over the past 16 years, NJCA has provided free, quality tax return preparation for low and moderate individuals and families.

New Jersey Citizen Action is now accepting resumes for temporary Administrators for the Tax Office as screeners. This position is **in person at our Newark location**. Fulltime hours are available Mondays to Saturdays during the day only.

Responsibilities:

- Successfully pass all tests required for this position as a screener
- Providing direct support to the Director and Assistant Director.
- Interview the clients to determine that all income, deductions and allowable credits are reported
- Maintain the confidentiality of the client's information
- Provide the client with a copy of the return
- Have the client sign the applicable authorization documents
- Complete all administrative tasks which are assigned

Skills

- Excellent skills operating the phone with multiple calls.
- Basic computer skills
- Ability to communicate effectively, including the ability to interview clients about personal and financial matters
- Ability to work with the public in a helpful and supportive manner
- Ability to work with the public under pressure
- Friendly, dependable, reliable and flexible

Please submit resume to Naomi Anderson, Director of VITA/TCE
E-mail: naomi@njcitizenaction.org

New Jersey Citizen Action is an Equal Opportunity Employer.

MAIN OFFICE

The Hahne's Building
625 Broad Street, Suite 270
Newark, NJ 07102
Phone: 973-643-8800
Fax: 973-643-8100

ECONOMIC SECURITY CENTER

165 Halsey Street
Newark, NJ 07102
Phone: 973-273-0315
Fax: 973-645-0818

CENTRAL JERSEY

75 Raritan Avenue, Ste. 200
Highland Park, NJ 08904
Phone: 732-246-4772
Fax: 732-214-8385

ELIZABETH

171 Elmora Avenue Suite 1
Elizabeth, NJ 07202
Phone: 908-469-6470
Fax: 908-469-6469

SOUTH JERSEY

1040 North Kings Highway, Ste. 308
Cherry Hill, NJ 08034
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Fax: 856-414-1054