



## **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](mailto: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  
Phone: 856-966-3091  
Fax: 856-414-1054