



# OFFICE SPECIALIST

WITH THE MN DEPT OF REVENUE  
A PPL TRAIN TO WORK PROGRAM

## CLASS DESCRIPTION

Join PPL's Office Specialist for the Minnesota Department of Revenue training program! Train for seasonal positions at the State of MN to help prepare tax returns and enter data.

This new 3-week training program is a great opportunity to sharpen your skills in the clerical field. Improve your professionalism, computer and financial literacy, and interviewing skills through mock interviews with the State of MN.

Each participant is guaranteed an interview once you have successfully completed the program and applied to a position!

**Program begins January 8, 2018**

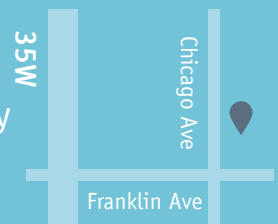


## THIS IS FOR YOU IF YOU:

- Have a high school diploma or GED
- Are able to accept seasonal employment upon completion of the program
- Are able to attend classes daily for three weeks

## HOW TO APPLY

Start your application by attending our one-hour information session held every Monday morning at 9:00 AM at the PPL Learning Center, 1925 Chicago Avenue in Minneapolis. MTC Buses: #2, #5, #9



**PROJECT FOR PRIDE IN LIVING**

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[www.ppl-inc.org/learningcenter](http://www.ppl-inc.org/learningcenter)