

Florida Rural Legal Services, Inc.

Job Advertisement

Position:	Contract LITC Staff Attorney	Date Posted Internal	09/05/2019
Position Location:	Fort Myers	Date Posted Externally	09/05/2019
Position Type:	Part Time	Closing Date:	Until filled
Salary:	\$ 52,084 Annual (FTE) plus DOE	Benefits Offered:	Full-time: yes Part-time: no

Position Overview: Florida Rural Legal Services, Inc., (FRLS) is hiring a part time contract qualified individual from September – December 2019 for the Low Income Taxpayer Clinic (LITC). The position may be extended into 2020. LITC provides free assistance to eligible low-income taxpayers with a range of IRS tax controversy matters. The position is located in FRLS's Fort Myers LITC office. The position is open immediately. The LITC is supported by a grant from the Internal Revenue Service and can serve persons throughout Florida.

This is a contract position ending 12/31/2019; which may be extended.

Essential Functions: The individual will work closely with the Clinic Director and paid and volunteer LITC staff to provide pro bono services to eligible taxpayers. Duties include:

1. Clinic Supervision: Help coordinate all aspects and day-to-day operations of LITC, maintain open communication with the Clinic Director of the LITC office, and work closely with LITC staff.
2. Intake: Screen potential clients for eligibility for the LITC program, establish a process for promptly assigning cases LITC staff, and assist with intake duties when necessary.
3. Caseload: Maintain and manage the clinic caseload.
4. Volunteer Recruitment: Build and maintain a roster of volunteers to serve eligible taxpayers, participate in training of volunteer attorneys, and answer questions from volunteers.
5. Case Supervision: Stay abreast of all aspects of individual case management and significant case developments, assist Clinic Director with tax controversy representation as far as settlement negotiations with the IRS and before the US Tax Court, be a resource for LITC staff, maintain orderly client files, support volunteer attorney and client needs, maintain the process for obtaining account transcripts and other information from the IRS, and be responsible for resolving client complaints or grievances.
6. Coordination of services: develop and coordinate relationships with other LITC programs in FL, and engage with other LITC clinics around the country.

7. Community relations: Support taxpayer education including offering presentations and workshops for English as a Second Language (ESL) taxpayers, establish an outreach plan to insure that the services of LITC are effectively publicized to low income, underserved, and ESL taxpayers.

8. Administrative: Assure compliance with grant requirements, and participate in the administration of grants including reporting and preparation of applications for future grants.

9. Relationships: Maintain a productive and collegial working relationship the IRS, LITC's national office, the United States Tax Court, other organizations in the community, and attend required conferences.

10. Other duties as assigned.

Preferred but not required: Prior work within civil legal services, federal tax controversy, with volunteers, producing training events, admission to any State Bar, admission to the US Tax Court, authorization to practice before the IRS, or other relevant experience is helpful.

Required Knowledge/Skills/Abilities:

- Juris Doctorate from an ABA accredited law school.
- Barred in any US State.
- Knowledge of IRS administrative and Federal court procedures preferred.
- Some knowledge of the legal system, commitment to the mission of FRLS and compassion for the clients.
- Ability to forge positive relationships with prospects and colleagues.
- Good organizational, interpersonal, and communication skills.
- Ability to work collaboratively, yet independently.
- Must be able to effectively and efficiently maximize existing resources.
- Working knowledge of Microsoft Suite (Word, Excel, Outlook and PowerPoint). Knowledge of CMS a plus.
- Applicants must be proficient in the use of software, especially email, word processing and spreadsheets.
- Must be able to effectively work in high-pressure situations which involve deadlines.
- Bilingual English and Spanish or Haitian Creole preferred, but not required.

Working Conditions: Position operates in a professional office environment.

Physical Requirements: Must be willing to travel.

To apply send the following documents to recruitment@frls.org

1. A cover letter expressing interest in the position.
2. Full resume describing past experience, qualifications, education and abilities
3. Names of and contact information for at least three professional references
4. Recent writing sample
5. Law school transcript (if recent law school graduate)

EEOC Statement:

Florida Rural Legal Services, Inc., does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other characteristic protected by federal, state or local law.