Empire Justice Center, a diverse and highly respected, statewide legal services organization, seeks a Managing Attorney for our new Low Income Tax Clinic. This is an opportunity to join and grow in one of the most influential organizations serving marginalized low-income individuals and families in New York State.

Empire Justice Center attracts and employs a diverse team of dedicated, determined, and passionate advocates who significantly impact the lives of low-income New Yorkers. We succeed through direct legal representation high-impact litigation, and legislative and administrative advocacy. Additionally, the organization provides top-notch training and technical assistance to other advocates to ensure fairness and justice for New Yorkers. The organization thrives on our commitment to supporting justice for populations historically and currently experiencing high levels of oppression. These populations include racially diverse individuals and families experiencing poverty, housing insecurity, immigration issues, and domestic violence. Additionally, the organization advocates for people with disabilities, members of the LGBTQ community, and school-age children facing discrimination and violations of their civil rights in schools.

With offices in Rochester, Albany, Westchester County, and Long Island, our organization offers staff an exciting and dynamic inclusive working environment with a strong commitment to work/life balance, teamwork, diversity, wellness, and personal/professional development.
II. Position Summary

Empire Justice Center is pleased to announce the opening of a Managing Attorney to oversee the creation and implementation of the newly created Low Income Tax Clinic (LITC) for Monroe County Residents. The Clinic will receive referrals from and partner with Empire Justice Center’s CASH (Creating Assets, Savings and Hope) and VITA (Volunteer Income Tax Assistance) Programs, to provide representation to clients in tax matters and connect our client community to resources.

III. Essential Duties and Responsibilities

- Represent clients before the Internal Revenue Service;
- Provide training and technical assistance to Empire Justice CASH and VITA staff;
- Engage in legal research and writing as required by the position and issues that arise;
- Provide advice, and when necessary, represent clients who have received letters from the IRS;
- Represent clients referred from Empire Justice Center’s VITA and CASH programs during audits;
- Provide technical assistance to VITA and CASH staff and volunteers on tax-related legal matters;
- Innocent spouse: File appropriate requests with the IRS to release the “innocent spouse” from joint liability;
- Improper Classification of Employee: The Senior Attorney can seek reclassification of an improperly classified employee;
- As Managing Attorney of the Tax Practice Group, oversee and implement the organization’s 360-degree approach, (teach, practice, and change the law).
- Track clients’ contact and deliverable services in Legal Server, the Empire Justice Center case management system, and report as required by grant agreements;
- Provide advice and counsel to clients referred from Empire Justice Center’s VITA and CASH programs as necessary to assess and identify potential tax legal problems;
- Analyze and review client tax returns and IRS communications with clients and provide advice and counsel to clients as issues arise, or refer such clients, when referrals are available, and Empire Justice cannot represent the client on the issue;
- Collections: provide advice, counsel, and representation to clients with alleged tax debts. If clients disagree with the amount owed, the Managing Tax Attorney and Tax Clinic can investigate and work to correct it. If clients agree with the amount owed, the Tax Clinic can help set up an affordable payment arrangement;
• Provide advice and counsel and/or referrals to (1) clients who are separated but not legally separated and thus must file as “Married Filing Separate” and not Single and (2) clients who try to claim dependents but find someone else has already claimed them. Provide advice and information about the documentation needed to verify who is the custodial caretaker. (Clients often need assistance navigating how to collect and present this information to the IRS.)
• Other duties and responsibilities as assigned by your supervisor and/or to meet the organization’s needs.

IV. **Minimum Qualifications (Knowledge, Skills, and Abilities)**

• Litigation
• Report Writing
• Microsoft Office
• Legal Advocacy
• Client Experience
• Document Drafting
• Case Management
• Organizational Skills
• Problem Management
• Appointment Scheduling
• Management Experience
• Ability to Work on a Team
• Excellent Communication Skills.
• Juris Doctorate Degree from an accredited US law school or international equivalent
• Admission to the New York State Bar and in good standing as a member of the NYS bar
• Minimum of 5 years of related work experience; we will consider fewer years of experience for a candidate who holds an LLM in Tax Law.

V. **Salary**

Salary is dependent on years of experience and based on the organizational pay scale. The beginning salary for this position with 5 years of experience, is $65,580, and the salary for this position, with 14 years of experience, is $85,080, based on the organization’s salary scale.
VI. Benefits

We are an organization that supports and encourages a work/life balance. Empire Justice Center offers a generous benefit package including:

- Health insurance (employer pays 100% premium for a high quality, co-pay insurance plan).
- 403(b) eligibility with 1% employer match and additional employer contribution.
- 3% Non-Elective Annual Contribution made by Empire Justice Center.
  - Benefit eligible after 12 months of employment.
- Generous vacation, sick, personal, and holiday time
  - 14 Paid Holidays
  - Vacation PTO: 10.5 Hours/Month; Sick PTO: 7 Hours/Month; Personal PTO: 5 Days/Year
- Bilingual salary enhancement for qualifying employees.
- Loan Repayment Assistance Program.
- Voluntary Supplemental Disability.
- Dental Insurance (employee paid).
- Vision Insurance (employee paid).
- $150K Group Term Life Insurance.
- Generous Bereavement Leave.
- 35-hour full-time work week.
- NYS Short-Term Disability.
- FSA Eligibility.

Empire Justice Center is an Equal Opportunity/Affirmative Action employer and strongly desires a diverse and inclusive workforce. Empire Justice Center provides equal employment opportunities to all employees and applicants. It prohibits discrimination and harassment of any type, specifically - race, color, religion, age (40 or older), sex (including pregnancy and gender identity), national origin, disability status, genetics, neurodiversity, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

TO APPLY: Applications will be accepted until the position is filled. If interested, e-mail a resume, writing sample, and contact information for three professional references aware of this application to employment@empirejustice.org. Please include “Tax Managing Attorney, First/Last Name” in the subject line of the email. No phone calls or hard copies, please.

If reasonable accommodations are needed, please contact Mercedece Love, Human Resources and Compliance Coordinator at mlove@empirejustice.org. Empire Justice Center is committed to the full inclusion of all qualified individuals. As part of this commitment, Empire Justice Center ensures that persons with disabilities and/or communication barriers are provided with reasonable accommodations.