



CENTER FOR TAXPAYER RIGHTS

Staff Attorney

Low Income Taxpayer Clinic (LITC) Support Center

A project of the Center for Taxpayer Rights

Job Title: Staff Attorney

Reports to: Deputy Director

Interested applicants send expression of interest and resume to Nina E. Olson, Executive Director, at info@taxpayer-rights.org with subject line "Staff Attorney"

About us:

The [Center for Taxpayer Rights](https://www.taxpayer-rights.org) (CTR) is a 501(c)(3) nonprofit corporation. Its primary mission is to advance access to justice and equity through promoting taxpayer rights in systems of taxation in the United States and internationally. CTR achieves its mission through the [LITC Support Center](#), the [International Conference on Taxpayer Rights](#), [Tax Chats!](#), workshops, research studies and FOIA requests, and through *amicus curiae* briefs and impact litigation in tax issues affecting taxpayer rights and low income and other economically excluded taxpayers. Founded in 2019, CTR is based in Washington, DC, but has staff remotely located throughout the United States.

The LITC Support Center's mission is to increase awareness of and access to taxpayer rights by strengthening and supporting low income taxpayer clinics that provide pro bono representation to low income and other underrepresented taxpayers by providing referrals from underserved communities to volunteer tax professionals nationwide. The LITC Support Center directly supports the work of IRS-funded Low Income Taxpayer Clinics by providing technical support and training for clinicians and clinic volunteers; connecting volunteers with clinics through [LITC Connect](#). The Support Center also provides direct representation of taxpayers in partnership with nonprofits serving low income populations that are currently underserved by existing LITCs, including immigrants, domestic violence survivors, tribal members, and incarcerated/formerly incarcerated individuals. Finally, the Support Center advocates for

systemic change through workshops, high-impact litigation, amicus briefs, research, and other projects.

Position Summary:

The **Staff Attorney** position at the Center for Taxpayer Rights is critical for accomplishing its mission of increasing access to justice for low income taxpayers. The Staff Attorney is responsible for supporting the activities of the LITC Support Center. These include representing low income taxpayers in disputes with the IRS, providing technical advice to LITCs and their volunteers, participating in planning litigation strategy in high-impact cases, preparing amicus briefs, and developing and conducting outreach and education programs for low income taxpayers about their rights and responsibilities before the IRS. As a key member of the Center for Taxpayer Rights' staff, the Staff Attorney will also participate in all CTR activities, including conferences and research studies.

Essential Duties and Responsibilities:

- Serve as the Qualified Tax Expert (QTE) for the LITC Support Center under the IRS LITC Grant program;
- Represent low income taxpayers in disputes with the IRS;
- Provide technical advice and assistance to LITCs and volunteers accepting cases through LITC Connect;
- Assist in planning and coordinating litigation strategy on issues with significant impact for low income taxpayers;
- Conduct outreach and education to underserved taxpayer populations, including low income immigrants, domestic violence survivors, tribal members, and incarcerated/formerly incarcerated individuals; and
- Assist in preparation of amicus briefs in cases with significant impact for low income taxpayers.
- Network with LITCs and volunteers to identify their training needs and collaborate with CTR staff to develop and regularly update a training plan based on those needs.
- Partner with CTR staff, ABA Tax Section, LITCs, law schools, and other nonprofits to develop and deliver training modules for volunteers.
- Coordinate annual summer session LITC intern training program "Introduction to Tax Controversy Representation."
- Collaborate with CTR staff and programmers to maintain website database of training modules and materials, including template pleadings.
- Update and maintain the Q&A section on the LITC Connect resources page.
- Update and maintain other pages in the resources section of LITC Connect.
- Write and distribute regular updates for the LITC Exchange newsletter.

The staff attorney will also assist CTR leadership and staff in the following areas:

- Supporting research projects, including report writing on topics impacting low income taxpayers;
- Participating in writing of comments on Treasury regulations, IRS notices and other forms of guidance from state and federal agencies that impact low income taxpayers;
- Presenting on Tax Chats!, and on panels at conferences on issues of importance to low income taxpayers;
- Developing and submitting Freedom of Information Act requests for data and guidance pertaining to procedures and practices affecting low income taxpayers.

Travel:

Position is remote within the United States; however, travel may be required for periodic in-person staff meetings in Washington, DC, or to attend conferences or professional training sessions.

Other Duties and Responsibilities:

General office and administrative management tasks that come with being part of a small, innovative operation.

Education and Experience:

Applicants must have a J.D. degree from an accredited U.S. law school and be a member in good standing and licensed to practice law by at least one state bar. Applicants should have at least 2 to 3 years' experience either representing taxpayers in tax controversies, or 3 or more years of experience working in a nonprofit organization serving or addressing issues pertaining to low income populations.

Knowledge, Skills, and Abilities:

Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.

Excellent interpersonal skills with internal and external stakeholders, in person, via telephone or via email.

Bilingual skills are desirable.

Organizational Relationships:

This position is remote; however, individuals' residence must be in a state of the United States, the District of Columbia, or Puerto Rico..

The staff attorney reports to CTR's Deputy Director based in Washington, D.C., and coordinates closely with CTR staff based in several U.S. locations.

The staff attorney Interacts via phone, video conference, email, and in person with

- LITC directors and staff;

- VITA/TCE staff and volunteers;
- Volunteer attorneys, CPAs, and Enrolled Agents;
- Staff of community partners and allied organizations located throughout the United States;
- IRS and Treasury Department representatives; and
- United States Tax Court judges and personnel.

Compensation:

The starting annual salary for this position is \$86,000 a year. Benefits include medical insurance, all federal and District of Columbia holidays, ten (10) days' vacation annually (increasing to 15 days after three years of service) and 12 days sick leave annually; retirement savings account immediately vested with matching employer contributions. Position meets requirements for federal public service loan forgiveness (PSLF).

The Center for Taxpayer Rights is committed to a diverse staff and to an inclusive culture that holds equity as a value and a priority. CTR welcomes applicants who bring a variety of perspectives, experiences, and competencies. People of color, tribal members, women, people with disabilities, and LGBTQIA+ persons are strongly encouraged to apply. CTR is an equal opportunity employer and does not discriminate based on race, creed, color, religion, ethnicity, national origin, party or political affiliation, sex, sexual orientation or gender identity, age, disability, veteran status, marital status, or any illegal or prohibited factor.

Physical Demands:

The employee will be operating a computer and other office productivity machinery such as a computer printer. The job requires communicating with internal and external stakeholders of the Center, in person, via telephone, video conference, or via email. The Center for Taxpayer Rights is committed to supporting employees of varying abilities and to providing reasonable accommodations to enable individuals with disabilities to thrive at the Center.

The Center for Taxpayer Rights is an "at-will" and equal opportunity employer. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

Application Process:

Interested applicants should send an email to Nina E. Olson, Executive Director, at info@taxpayer-rights.org and include an expression of interest along with a resume. Please write "Staff Attorney" in the subject line of the email.