

Maryland Volunteer Lawyers Service
Managing Attorney
Low Income Taxpayer Clinic (LITC)
Full-Time-Exempt

Position: The Managing Attorney is responsible for managing the Low Income Taxpayer Clinic operated by Maryland Volunteer Lawyers Service MVLS is seeking a tax professional to administer the LITC which provides pro bono legal services to low-income taxpayers who have tax disputes with the Internal Revenue Service (IRS)

MVLS Low-Income Tax Clinic (LITC): MVLS provides representation to low income clients through a panel of pro bono attorneys, CPAs and Enrolled Agents Typical LITC controversy cases include: nonfilers; collections; audits; audit reconsiderations; US Tax Court litigation; innocent spouse claims; injured spouse claims; claims for refund, penalty abatement requests; identity theft; return preparer fraud; and other controversies

Job Responsibilities

- Manage all aspects of administering the LITC and ensure compliance with all IRS grant requirements
- Act as primary contact with LITC program office and the local Taxpayer Advocate Service office
- Prepare annual grant applications and related interim and year-end reports to the IRS
- Screen applicants to determine eligibility for MVLS tax services
- When appropriate, provide brief advice to applicants during the intake screening process
- Develop and implement statewide volunteer recruitment efforts
- Mentor and support pro bono attorneys and other tax assistance volunteers to ensure accurate and timely service to low-income taxpayers and timely case updates
- Conduct at least two LITC volunteer trainings annually
- Publish an e-newsletter, at least quarterly, highlighting federal and state tax developments of interest to our volunteer attorneys
- Meet intake and representation placement goals required by LITC grant obligations and the Executive Director
- Advocate on behalf of low-income taxpayers, including ESL taxpayers, who have federal and Maryland civil income tax controversies when pro bono counsel cannot be secured
- Develop and maintain referral relationships with Maryland nonprofits and other LITC's to ensure that clients who need tax dispute assistance are referred to MVLS
- Develop an outreach plan to market LITC program services to nonprofit organizations and ESL providers across Maryland
- Provide training and guidance to MVLS intake paralegals and respond to their tax-related intake questions
- Ensure volunteer attorney update/closure forms are sent out quarterly to all volunteers with open tax controversy cases
- Ensure all client case data is properly entered in MVLS's case management system and that reporting on client cases is complete and accurate

- Document all client-related and educational outreach/workshop activities in our case management system
- Identify evolving tax legal issues that impact low-income Marylanders and opportunities for MVLS to expand pro bono legal services in these areas
- Attend annual LITC conference in Washington, DC

Qualifications:

- Licensed attorney with at least three year's transactional experience, tax dispute experience preferred
- Excellent written and oral communication skills
- Experience working with clients on a wide range of tax-related issues
- Knowledge of tax law and tax practitioner's ethical responsibilities
- Demonstrated commitment to public interest
- Bilingual language skills a plus
- Project or program management experience essential
- Must possess strong organizational and time management skills
- Skills in volunteer and case management, grant administration and data reporting essential
- Ability to identify and resolve problems quickly
- Ability to work independently and with a team
- Able to work with diverse client population and to collaborate with legal partners and other community organizations and agencies
- Skilled working with Microsoft Office (Outlook, Word, Excel)
- Outside practice of law is not permitted

Compensation: Salary commensurate with experience. Generous benefits, including paid health insurance, retirement plan employer match, paid sick and annual leave.

How to Apply: Please write "LITC Managing Attorney" in e-mail subject line and attach **cover letter, resume, and recent writing sample** in Microsoft Word format. Send email to mvls@mvlslaw.org

Please no telephone calls.