



**charlotte center
for legal advocacy**

justice lives here.

5535 Albemarle Road
Charlotte, NC 28212
Telephone: (704) 376-1600
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Staff Attorney for the North Carolina Low-Income Taxpayer Clinic and Legal Services for the Elderly

Full-Time

WHO WE ARE:

Charlotte Center for Legal Advocacy, a non-profit agency that provides free legal assistance in civil matters to low-income people in the Charlotte region, seeks a staff attorney to join our North Carolina Low-Income Taxpayer Clinic and Legal Services for the Elderly Project. This is an exciting opportunity to have a profound positive impact through individual representation and broader advocacy work in a fast-paced environment. More information about the Advocacy Center can be found on our website: www.CharlotteLegalAdvocacy.org.

ROLE:

The North Carolina Low-Income Taxpayer Clinic and Legal Services for the Elderly Attorney will provide comprehensive legal services, advocacy, and representation to taxpayers with the IRS and in U.S. Tax Court. The staff attorney will be expected to work closely with community-based organizations; to educate low-income taxpayers about their rights and; and to represent, refer and advise 60+ clients in simple estate planning and a variety of civil matters.

RESPONSIBILITIES:

- Interview and counsel clients, providing referrals, advice, and brief services.
- Assist in screening and evaluating cases for tax controversy issues.
- Representation of clients involved in tax controversies with the IRS, N.C. Dept. of Revenue, and U.S. Tax Court.
- Draft simple estate planning documents.
- Supervise cases and support staff, paralegals, volunteers, interns, and fellows.
- Develop and maintain partnerships and community engagement to provide education on tax law, issues, and policy.
- Community and educational outreach related to tax matters and civil matters affecting the elderly.

- Work with pro bono volunteers and provide support for pro bono attorneys, as needed.
- Engage in advocacy work through our community partners, when appropriate.
- Assist the Chief Executive Officer and Chief Advancement Officer with organizational fundraising activities as needed, assist in planning and conducting fundraising activities related to the program.
- Participate in training, task force, workgroup and office meetings to develop skills and expertise and to share information with other staff.
- Perform related assignments as required.

KNOWLEDGE AND SKILL REQUIREMENTS:

A North Carolina bar license or soon to be obtained bar license. Able to obtain admission to the U.S. Tax Court. Applicants must be motivated, self-directed, have a strong work ethic, keen attention to detail, and possess excellent legal writing and oral advocacy skills. Good communication and listening skills, the ability to work on a team and alone, adaptability, flexibility, a proven ability to develop rapport with clients, eagerness to learn, and an appreciation of diversity are required. Must be able to work evenings and weekends to attend outreach events, when necessary. Previous tax experience, estate planning, work with low-income populations, elderly clients, communities of color and a demonstrated commitment to public service are preferred. Proficiency in languages other than English is highly valued.

WORK SCHEDULE:

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work hours, Monday – Friday, 8:30 am – 5:00 pm. Hybrid work schedules are subject to management approval and a probationary employment period.

SALARY:

This position is a full-time, salary-exempt position. The annual salary range begins at \$57,645, with an upward adjustment depending upon experience. Salaries increase annually based on a salary scale.

BENEFITS:

The Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including medical, dental and vision coverage at 100% for employees, 22 paid days of general leave increasing proportionately with tenure, 15 paid holidays and 100% employer-paid professional liability. Charlotte Center for Legal Advocacy also offers parental leave; life insurance; long and short-term disability insurance; a salary reduction option for a flexible spending account or health savings account; and North Carolina and Mecklenburg County Bar Dues in addition to opportunities for continuing legal education.

TO APPLY:

Submit a cover letter; resume; writing sample (advice letter, legal memorandum, or brief); and the names, phone numbers and e-mail addresses of three professional references (preferably individuals who have supervised or managed your work) to careers@charlottelegaladvocacy.org. Please note the position for which you are applying in the subject line.

Charlotte Center for Legal Advocacy considers all qualified applicants for employment without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, or any other legally protected status.

Application Deadline: April 8, 2024