

Bronx Legal Services is seeking a Paralegal for the Tax and Consumer work in the Economic Justice Unit.

The Role:

Bronx Legal Services is seeking a Paralegal for the Tax and Consumer work in the Economic Justice Unit. The work of the Bronx Economic Justice Unit comprises employment law and unemployment insurance benefits, consumer law, combatting elder financial abuse and fraud, disability law, and representation of community groups in land use and environmental justice issues. We also represent taxpayers in tax disputes with the IRS and in advocacy efforts to resolve systemic tax problems.

Responsibilities:

We are seeking a paralegal to assist the consumer and tax attorneys in case preparation and to coordinate and conduct community outreach for the Low-Income Taxpayer Clinic (LITC) at offsite locations. The paralegal will also be responsible for various aspects of the tax work, including contacting the IRS to resolve minor issues with client filings, assisting with the preparation of back-year and amended returns, obtaining and reviewing transcripts of account, and organizing taxpayer records (both hardcopy and electronic). Additionally, the paralegal will provide general administrative support to trial preparation activities, including meeting with clients and obtaining court files and records.

We are looking for someone who demonstrates professionalism, compassion, and integrity in their interactions with clients, colleagues, volunteers, and community partners. The person hired is also expected to adhere to program and case handling standards, and to the file maintenance requirements of funders.

Experience & Qualifications:

The successful candidate will have:

- Experience working with diverse low-income communities;
- Excellent writing and communication skills;
- Prior work experience;
- Experience entering and tracking information in electronic formats;
- Proficiency in Microsoft Office Suite;
- Proven mathematical skills;
- Excellent organizational skills; and
- Fluency or strong proficiency in a second language, particularly Spanish, is preferred.

Health Recommendation

All employees are strongly encouraged to continue to receive and maintain up-to-date Covid-19 vaccinations unless they are unable to for medical or religious reasons.

How to Apply

Salary is based on a collective bargaining agreement. Benefits include excellent health and dental insurance, an employer contribution to a pre-tax 403(b) retirement plan, and generous leave time.

To apply for the position, send a cover letter, resume, names of three references, and one recent writing sample via e-mail to: Sandra Sanchez, ssanchez@lsnyc.org

The e-mail should include "Paralegal, Tax and Consumer" in the subject line. Only candidates selected for interviews will be contacted. No telephone calls. Bronx Legal Services is an equal opportunity employer. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over the age of 40 are welcome and encouraged to apply.

Bronx Legal Services is an organization committed to race, gender, and economic justice in our work and within our workplace. Bronx Legal Services is a part of the Legal Services NYC network and provides competitive salaries and benefits in accordance with the Legal Services NYC Collective Bargaining Agreement.

SALARY RANGE: \$50,991-\$82,266