

Supervising Attorney Low Income Taxpayer Clinic

(Part-Time - 4 Days/Week with Benefits)

Join an organization dedicated to enhancing the practice of law and improving our community through programs that provide equal access to legal services. The Justice & Diversity Center (JDC) of The Bar Association of San Francisco (formerly Volunteer Legal Services Program) currently has an exciting opportunity for a **Supervising Attorney**, Low Income Taxpayer Clinic (LITC).

About BASF:

BASF is a nonprofit organization and the oldest voluntary bar association in California. Today, over 7,400 San Francisco lawyers are members of BASF, which prides itself as being one of the most active and innovative local bar associations. In addition to services and benefits to our members, BASF provides a variety of legal services to San Francisco residents including our Lawyer Referral and Information Service, Alternative Dispute Resolution, and the Justice & Diversity Center (including the Homeless Advocacy Project) which is the largest provider of legal services to San Franciscans.

About the Justice and Diversity Center of BASF (JDC):

JDC is a non-profit organization that provides free legal services through its staff and volunteers to low-income Bay Area residents. Each year more than 1,600 volunteer attorneys, legal assistants, and law students work with JDC staff to serve nearly 7,500 indigent clients. JDC's holistic advocacy approach seeks to address the social service and legal needs of clients.



About the Job:

The Supervising Attorney of the Low Income Taxpayer Clinic (LITC) manages the LITC which serves taxpayers in controversy with the IRS in the Northern California area, as well as taxpayers who have filed a petition with the U.S. Tax Court. Services are provided to taxpayers by the Supervising Attorney, clinic interns, and volunteer tax professionals, including attorneys, CPAs, and Enrolled Agents. Services provided to the taxpayers include consultation and advice, individual taxpayer advocacy and representation, pro bono placement for full and limited scope representation, and assistance to unrepresented litigants as part of the U.S. Tax Court's Day of Docket Program for both the small and regular dockets.

Responsibilities will include:

- ▶ Managing all aspects of the LITC and ensuring that service provision is in compliance with IRS grant requirements.
- ▶ Together with other Supervising Attorneys, oversees a system for client intake and pro bono placement, including hiring and supervising Bi-lingual Client Advocates
- ▶ Communicate with clients to give legal information, gather facts and documents, and assist with cases until placed with volunteer attorneys
- ▶ Conduct outreach and provide educational workshops to low-income and ESL taxpayers
- ▶ Communicate with panel of attorneys about available cases, potential conflicts of interest, and assignments for representation
- ▶ Attend Tax Court calendar call in San Francisco 10-12 times a year to provide advice and assistance to pro se litigants
- ▶ Present quarterly CLE trainings for volunteer attorneys, and coordinate with Pro Bono Manager and Director on other volunteer outreach and recruiting
- ▶ Maintain program data and prepare accurate reports to funders
- ▶ Occasionally represent clients with time-sensitive cases or difficulties for pro bono counsel

The successful candidate will have the following:

EDUCATION & EXPERIENCE

- ▶ Licensed member of the California State Bar in good standing
- ▶ Admitted to or eligible to be admitted to the U.S. Tax Court
- ▶ Must have at least three (3) years of legal experience, preferably at least two (2) years of tax controversy law experience

SKILLS & REQUIREMENTS

- ▶ Excellent oral, written, and client service skills
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- ▶ Demonstrated supervisory ability
- ▶ Bi-lingual English/ Spanish, Mandarin or Cantonese language skills preferred
- ▶ Able to multi-task in a fast-paced, collegial and team-oriented work environment
- ▶ Able to effectively interact with co-workers, low-income clients, newly admitted and highly experienced volunteer attorneys, and judges and court staff
- ▶ Knowledge of MS Office (Outlook, Word, Excel)
- ▶ Knowledge of case management systems, particularly Access databases, helpful

Why Work For Us:

We offer a collaborative work environment, a progressive work culture, and a wonderfully diverse staff. Additionally, we are a mission and values based organization.

We also offer a generous benefits package that includes: a choice of medical insurance plans, dental insurance, vision insurance, pretax commuter, health, and dependent care accounts, employer paid short- and long-term disability insurance, life insurance, and a retirement and profit-sharing benefit, and more.

To find out more about JDC, please visit our website at www.sfbar.org.

To Apply:

Starting salary is competitive with other nonprofits. The Association is strongly committed to diversity and encourages applications from people who can contribute to our diversity.

Please submit your resume **and** cover letter to: Human Resources, JDC, 301 Battery Street, Third Floor, San Francisco, CA 94111 or email to BASFjobs@sfbar.org (please reference Supervising Attorney, LITC in the subject heading).

No phone calls please. Due to the amount of resumes we receive each day, we will not be able to respond individually with the status of your application.