



JOB VACANCY POSTING NOTICE

Job ID: 375638
Business Title: Business Tax Services Attorney
Proposed Salary Range: \$58,716 - \$72,000
Division/Work Unit: Legal Affairs/Business Tax Services
Work Location: 345 Adams Street, Brooklyn, NY
(Current location but could be subject to change)
Career Level: Experienced (non-manager)
Civil Service Title: Agency Attorney **Level:** 01

NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

Division Description:

Headed by the agency's General Counsel/Deputy Commissioner for Legal Affairs, the Legal Affairs Division serves as the in-house legal department for the NYC Department of Finance. The Division provides professional and comprehensive legal advice and services in support of a full range of City tax and other revenue-related matters handled by agency operating divisions. Legal Affairs attorneys and staff handle diverse legal areas including New York City real property taxes and exemptions; business income and excise taxes; collections; parking violations; treasury; land registry; FOIL; employment law; and other agency matters.

Job Description:

The Business Tax Services Unit works on City business income and excise tax related issues. The unit is responsible for technical tax guidance and policy statements and outreach to tax practitioners, industry groups, and City agencies. Attorneys in the Business Tax Services Unit research and provide direct responses to inquiries from taxpayers and their representatives about City business income and excise tax matters.

Legal Affairs is seeking a dynamic and self-motivated Agency Attorney to handle business tax focused inquiries as a member of the Business Tax Services Unit. Reporting to the Director of Business Tax Services, with some latitude for independent judgment and unreviewed action and decision, the Agency Attorney will handle the following:

- Provide accurate, timely, and professional legal responses to legal inquiries from taxpayers and their representatives through DOF's Contact Service Center.
- Track inquiries electronically using DOF computer systems and generate related reports.
- Review, analyze and draft formal taxpayer guidance, including Finance Memoranda and Statements of Audit Procedure.
- Represent the Department in hearings before the Conciliation Bureau, and in hearings before other forums as needed.
- Assist in providing counsel to the Department's Tax Audit and Enforcement Division and operational staff.

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- Participate in division and agency projects as needed under the direction of the General Counsel or other division manager or director.

Preferred Skills:

- The selected candidate should have a demonstrated interest in public service and interest in tax work, including business income and excise taxes.
- An LLM in taxation, enrollment in an LLM program, or other experience with federal or state and local tax matters, in particular New York City and New York State business income and excise tax matters, will be considered. Relevant internship experience, clerkship experience and tax coursework or other tax background will also be considered.
- Excellent communication and interpersonal skills, strong research and writing abilities, and the demonstrated ability to successfully balance multiple assignments and projects, is preferred. Ability to write clearly and concisely, and present complex legal issues in a manner that is simple and readily understandable is required.
- Flexibility to take on new assignments and participate in various projects on an as needed basis, and to handle research matters that are time-sensitive.

Minimum Qualification Requirements:

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

In addition to meeting the minimum Qualification Requirements:

To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment. To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

Additional Information

In compliance with Federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Residency Requirement:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

Click the "Apply Now" button.

While we appreciate every applicant's interest, only those under consideration will be contacted.

Posting Date: 01/07/2019

Post Until: 02/06/2019

The City of New York is an Equal Opportunity Employer

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