

Job Title: Staff Attorney – Low Income Taxpayer Clinic

Location: Denver, CO

Classification: Non-Exempt (Full-time)

Reports To: Low Income Taxpayer Clinic Director

Salary Range: \$61,445 - \$103,000 (commensurate with experience)

ORGANIZATION OVERVIEW:

Colorado Legal Services (CLS) is Colorado’s statewide nonprofit legal aid program, with thirteen offices providing civil legal assistance to low-income Coloradans throughout the state. CLS provides free legal assistance in a broad variety of legal areas.

CLS has strengthened lives, assisted families, and supported communities -- one person at a time for over 90 years. CLS provides high-quality, free legal advice and representation to eligible individuals throughout Colorado. CLS has a long history of successful high impact advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

POSITION SUMMARY

The Low Income Taxpayer Clinic works to correct economic injustice by increasing access to essential poverty alleviation benefits distributed through the tax system. The Low Income Taxpayer Clinic staff fulfills this mission by providing representation in tax controversies with the Internal Revenue Service (IRS) and Colorado Department of Revenue; education about taxpayer rights and responsibilities; and advocacy to improve the fairness and integrity of the tax system.

CLS’s LITC is a statewide program with staff based in the Denver and Colorado Springs offices. The current LITC staff includes the LITC Director and the full-time LITC paralegal. The staff attorney position will be based in the Denver office. Volunteers and interns participate in representation, outreach, and short-term projects under attorney supervision.

ESSENTIAL DUTIES:

- Represent low-income taxpayers in controversies with the IRS and Colorado Department of Revenue.
- Advise clients in brief consultations at clinics, outreach events, or tax resource fairs.
- Provide education workshops to low income and immigrant taxpayers.
- Maintain positive relationships with internal and external stakeholders to improve client referrals and services.
- Identify systemic issues affecting low income and limited English proficiency taxpayers and take appropriate action to address those issues.
- Comply with all LSC and LITC grant requirements and all CLS policies and procedures.
- Communicate with clients and partners using plain language in a manner that is trauma-informed and culturally responsive.
- Respond to requests for assistance with tax matters from other CLS case handlers.
- Perform other duties as required by the LITC Program Office.

REQUIRED QUALIFICATIONS:

- Valid license to practice law in the State of Colorado and U.S. Tax Court, or eligibility for such admission.
- A demonstrated passion for social justice and commitment to working with immigrant communities, communities of color, and low-income communities to advance equity.
- Attention to detail and comfort working with numbers.
- Familiarity with the United States Tax System, such as coursework or experience preparing your own tax return, volunteering with volunteer income tax preparation programs, maintaining self-employed business records, or reviewing tax records.
- Interest in providing low-income tax controversy representation.
- Enthusiasm for and experience developing partnerships with community partners.
- Excellent analytical, research, and writing skills.

PREFERRED QUALIFICATIONS:

- Experience with low-income tax credits (ex. Earned Income Tax Credit)
- Sufficient tax law expertise to be considered a “Qualifying Tax Expert” under the Low-Income Taxpayer Clinic grant.
- Fluency in English and Spanish.

COMPENSATION AND BENEFITS:

CLS offers a generous benefits plan that includes 100% employer paid premiums for employee health, dental and vision insurance, life insurance, and long-term disability insurance (as well as partial employer paid premiums for spouses and dependents). Additional benefits include Employee Assistance Program (EAP), Dependent Care and Medical Flexible spending accounts, and 403(b) retirement accounts. CLS also offers a \$350.00 monthly stipend (to be used as you choose), generous Paid Time-off and 12.5 paid holidays per year. CLS values its employees’ commitment to working hard for the populations we serve and recognizes the importance of work/life balance; therefore, CLS offers flexible work schedules, hybrid work arrangements, and promotes and fosters a diverse, inclusive, equitable and psychologically safe work environment.

HOW TO APPLY: Please email a copy of your resume and cover letter to [hiring@colegalserv.org](mailto: hiring@colegalserv.org). Please include “Attorney - LITC” in the subject line.

Note: Please mention how you heard about the job announcement in your email.

OUR COMMITMENT TO DIVERSITY, EQUITY, INCLUSIVITY, AND BELONGING:

CLS embraces diversity, equity, inclusion, and belonging as an Equal Opportunity Employer in a serious way. We are committed to building and retaining a workforce that respects and seeks to empower each individual and represents a variety of diverse cultures, perspectives, skills, and experiences within our workforce. We encourage all qualified candidates to apply for this position.