

**LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK
IMMEDIATE PAID INTERNSHIP – Low Income Taxpayer Clinic (LITC)**

The Legal Aid Society of Northeastern New York provides effective, free civil legal services and education to and advocacy for people with low income or other barriers to accessing the legal system. We secure basic needs, protect and preserve legal rights, provide equal access to justice and seek fairness and dignity for all our clients. We serve the low-income and needy residents of Albany, Clinton, Columbia, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, St. Lawrence, Schenectady, Schoharie, Warren and Washington Counties and the St. Regis Reservation.

Application Deadline: rolling

Low Income Taxpayer Clinic – Albany Office – IMMEDIATE and Fall 2018

Our clinic offers free tax advice and representation to low income New Yorkers living in sixteen northeastern NY counties.

Our clients are low income and:

- Survivors of domestic violence who are being held liable for their abuser’s tax debts,
- People with disabilities,
- People who settled debts and ended up with a tax debt they could not pay,
- Victims of identity theft, and
- Other low-income taxpayers facing tax debt and collections that exacerbate the hardships that they are facing.

We are part of an active national and regional LITC advocacy community. Our LITC has secured tens of thousands of dollars in refunds for our clients while also eliminating more than half a million dollars in tax debt they should not have had to pay.

Our LITC is seeking a motivated law student, law school graduate, or someone with equivalent experience to assist the LITC Staff Attorneys and Clinic Director with outreach. Tasks may also include preparing forms, interviewing clients, researching areas of tax law, preparing tax returns, collecting financial information from clients, database administration, and other tasks depending on experience and as assigned. Some tax experience including tax return preparation a plus.

General Information:

Hiring Criteria

Current law student, law graduate, or someone with equivalent experience. Commitment to providing legal services to the poor. Excellent research and writing skills. Prior relevant experience in legal services to the poor, especially law school clinical experience, and ability to speak Spanish is a plus. Some tax experience including tax return preparation a plus. Must have a valid, clean driver’s license.

Full-time (35 hours/week) position available Summer 2018, part-time Fall 2018: \$15/hour.

Location(s): Albany, New York

Application Deadline: rolling

To apply, please go to www.lasnny.org OR

- 1) Complete the [Application linked here](#), or the [mobile-friendly application linked here](#)
- 2) Complete the [Demographic Survey linked here](#)

Documents required: Cover letter (cover letter should state what program(s) are of interest to applicant), resume, list of references, unofficial transcript, and short writing sample.

We are an Equal Opportunity/Affirmative Action employer. Minorities, women, the elderly, LGBTQ, Protected Veterans and people with disabilities are strongly encouraged to apply.

Contact Information:

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