



COMMONWEALTH OF PENNSYLVANIA

TREASURY DEPARTMENT

Job Posting – Attorney I

Class Title: Attorney I
Class Code: T7111
Office: Board of Finance and Revenue
Pay Range: 08: Starting Salary \$60,049
Work Hours: 8:00AM – 4:30PM
Work Location: Harrisburg – Riverside Office Complex

This position is headquartered in Harrisburg. You will have the opportunity to work from home (telework) up to 2 days a week. Management may discontinue the telework arrangement at any time, for any reason. In order to telework, you must have a securely configured high-speed internet connection. You will be required to report to the headquarters office in Harrisburg when needed. If you are unable to telework, you will report daily to the headquarters office in Harrisburg.

THE POSITION

Under the supervision of higher-level attorneys, this position is responsible for summarizing, analyzing and making recommendations to the Board regarding the proper resolution of tax appeals.

DESCRIPTION OF WORK

- Reviews tax petitions filed and case files, including all pertinent information, returns, ledgers, notices, audit reports and Board of Appeals decisions. Prepares a front sheet summarizing the taxpayer's identity, the taxpayer's representative, case docket numbers, issues involved in the case, and related dates and dollar amounts.
- Requests additional information from taxpayers and Department of Revenue, if necessary, for a complete analysis of issues affecting resolution. If necessary, meets with taxpayers and/or their representatives and the Department of Revenue to discuss issues and evidence.
- Researches applicable tax laws, regulations, court decisions, audit procedures, previous Board decisions and policies regarding issues raised in tax appeal cases.
- Prepares briefs in accordance with Board format, which apply relevant law to pertinent facts. Briefs include relevant taxpayer information, a statement of jurisdiction, a summary of the issues, facts and applicable law, and a recommendation for resolution of the appeal set forth in a proposed conclusion and order. Performs calculations of tax elements as required.
- Proofreads and edits all briefs for presentation and substance. Revises briefs as necessary when new information is received from the taxpayer or the Department of Revenue, or when requested by the Secretary or Board.

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- Consults with taxpayers and/or their representatives and the Department of Revenue on hearing days, when required. Provides additional information to the Board, when requested.
- Tracks all cases to ensure that all statutory and policy deadlines have been met.
- Answers questions from taxpayers and/or their representatives or the Department of Revenue regarding appeal procedures, status of cases, and clarification of Board Orders.
- Calls cases at monthly Board hearings, when necessary.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the application of legal principles to individual cases or problems.
- Knowledge of federal and state laws and regulations affecting public tax administration.
- Knowledge of court procedures and rules.
- Knowledge of the preparation of legal documents.
- Ability to understand and interpret legal authority.
- Ability to analyze and interpret facts and evidence.
- Ability to write findings of fact and decisions.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively orally.
- Ability to communicate effectively in writing.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from an accredited school of law and certificate of admission to the Bar of the Supreme Court of Pennsylvania;

or

Completion of all preparatory steps and application to become a member of the Bar of the Supreme Court of Pennsylvania.

POST EMPLOYMENT REQUIREMENT:

Applicants must be certified for admission to the Bar of the Supreme Court of Pennsylvania and must maintain membership on a continuous basis during employment.

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