

# **Job Vacancy Notice**

## **New York City Tax Appeals Tribunal**

<b>BUSINESS TITLE:</b> Administrative Law Judge	<b>CIVIL SERVICE TITLE:</b> Agency Attorney Level 04	
<b>TITLE CODE NO:</b> 30087	<b>PROPOSED SALARY RANGE:</b> \$ 80,438.00 – \$105,712.00	
<b>WORK LOCATION:</b> 1 Centre St., N.Y. 10007	<b>NO. OF POSITIONS:</b> 1	
<b>DIVISION/WORK UNIT:</b> Tax Appeals Tribunal	<b>SHIFT:</b> DAYS	
<b>JOB DESCRIPTION</b> <p>We are seeking an experienced tax attorney to become an Administrative Law Judge in the Administrative Law Judge Division of the New York City Tax Appeals Tribunal. The Administrative Law Judge will conduct hearings and render written determinations in response to Petitions filed by taxpayers protesting notices issued by the NYC Department of Finance involving NYC business income and excise taxes (such as general corporation tax, unincorporated business tax, bank tax, commercial rent and real property transfer tax); serve as a presiding officer to hear and decide small claims tax cases and assist the Chief Administrative Law Judge as needed. The Administrative Law Judge will also review and determine annual applications for correction of real property tax assessments on behalf of the NYC Tax Commission and conduct hearings and render written determinations on behalf of the NYC Office of Administrative Tax Appeals when designated to do so by the Director.</p>		
<b>QUALIFICATIONS</b> <p>Attorney admitted to practice in the State of New York for at least five years.</p> <p>A strong background in State and local taxes and an understanding of federal income tax.</p>		
<b>NEW YORK CITY RESIDENCY IS REQUIRED AT THE TIME OF APPOINTMENT.</b>		
<b>TO APPLY</b> Please Send Your Cover Letter And Resume To: New York City Tax Appeals Tribunal 1 Centre Street – Room 2400 New York, NY 10007 OR Please Send Your Cover Letter And Resume In Microsoft Word Document Format <b>EMAIL TO:</b> <a href="mailto:tatinfo@oata.nyc.gov">tatinfo@oata.nyc.gov</a>		
<b>POST DATE:</b> May 12, 2011	<b>POST UNTIL:</b> MAY 27, 2011	<b>JVN:</b> 021-2011-86686

**NYC TAX APPEALS TRIBUNAL IS AN EQUAL OPPORTUNITY EMPLOYER.**