



JOB DESCRIPTION

JO #	774234
Business Title:	Taxpayer Advocate Grad Intern
Positions Needed:	1
Hourly Range:	\$17.90 - \$26.73
Division/Work Unit:	Executive / Office of the Taxpayer Advocate
Work Location:	375 Pearl Street, New York, NY 10038 <i>(in-office position, NO REMOTE/HYBRID)</i>

The 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:

DOF's Office of the Taxpayer Advocate (OTA) is an independent office within the Department of Finance which assists customers who have been unable to resolve their tax issues through normal Department of Finance channels. In addition, the Office of the Taxpayer Advocate makes systemic recommendations to improve DOF policies and procedures. OTA's base matters consist of NYC property, business, and certain excise tax issues.

Job Description:

OTA provides both case advocacy and systemic problem resolution on cases involving NYC business and excise taxes and property taxes.

OTA is seeking a Taxpayer Advocate Grad Intern, that is currently enrolled as a graduate or law school student. Reporting to the Taxpayer Advocate or Attorney Advisor, the selected candidate's duties and responsibilities will include but not limited to the following:

- Assisting Case Advocate on researching and investigating facts in cases; Researching policy implicated by systemic problems.
- Assisting the Taxpayer Advocate in her annual report of the 10 most serious problems facing NYC taxpayers.
- Attending task force or working group meetings on issues or projects that the Taxpayer Advocate is involved in.
- Attend outreach events with tax professionals and NYC taxpayers.

Preferred Skills:

- Great written and legal research skills.
- Competent with computer programs such as Word, Excel and Powerpoint.
- Ability to manage multiple tasks and meet project deadlines.
- Excellent interpersonal skills.
- Ability to handle challenging conversations with irate customers.

Minimum Qualifications:

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.

Additional Information:

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

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.