



## COMMONWEALTH OF PENNSYLVANIA

### TREASURY DEPARTMENT

#### Job Posting – Attorney I

The Pennsylvania Treasury Department is looking for a dedicated individual who is interested in a rewarding career in government service, where you serve others and the greater public good every day. Under the supervision of higher-level attorneys, the Attorney I is responsible for summarizing, analyzing and making recommendations to the Board of Finance and Revenue regarding the proper resolution of tax appeals.

#### **TREASURY DEPARTMENT OVERVIEW**

The Pennsylvania Treasury Department is an independently elected office of state government led by the State Treasurer who serves as the department's chief executive and as one of the largest state treasuries in the United States, it employs over 300 people and serves as custodian of more than \$150 Billion. As Pennsylvania's bank, Treasury plays a critical role in state government operations and acts as the custodian, investor, and disbursing officer of the funds of nearly all state agencies. Treasury also offers a wide range of programs and services to Pennsylvania families, such as helping to make college possible with the PA 529 College and Career Savings Programs; returning abandoned and unclaimed property to its rightful owner or heir; offering individuals a tax-free way to save for disability-related expenses with the PA ABLE Savings Program and providing a head start to education savings with the Keystone Scholars Program.

#### **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.
- Research 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.
- 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.

*The Pennsylvania Treasury Department is proud to be an Equal Opportunity Employer and is committed to strengthening diversity & inclusion within our agency.*

- 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.

### **WORK SCHEDULE AND ADDITIONAL INFORMATION**

Full-time employment: 37.5 hours

Work hours: 8:30AM-5:00PM

Pay Range Starts at \$62,905

Class Code: T7111

Location: 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 Pennsylvania Treasury Department is proud to be an Equal Opportunity Employer and is committed to strengthening diversity & inclusion within our agency.*

In addition to the base salary, Treasury offers an attractive benefits package. Benefits include multiple medical plan options; supplemental benefits including prescription, dental and vision insurance plans; retirement plan; optional deferred compensation plan; group life insurance; voluntary insurance programs; and paid leave benefits including vacation, sick and parental.

A perpetual institution, Treasury is proud to engender and facilitate an environment that fosters the personal development, intellectual enrichment, and professional advancement of its employees. Treasury is also committed to creating a diverse and inclusive environment and is an equal opportunity employer. All qualified applicants will receive due consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### **CONTACT INFORMATION**

For immediate consideration, please submit a resume by March 16, 2023, to: Pennsylvania Treasury Department at [hr@patreasury.gov](mailto:hr@patreasury.gov). Questions may be directed to Human Resources at 717-787-5979.

For more information about Treasury, visit [www.patreasury.gov](http://www.patreasury.gov).

*The Pennsylvania Treasury Department is proud to be an Equal Opportunity Employer and is committed to strengthening diversity & inclusion within our agency.*