EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We are looking for an individual who is dedicated to serving the needs of low-income residents of Los Angeles, and understands the difficulties that immigrant communities face when dealing with the legal system.

We have been serving our diverse community for 50 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

Legal Tax Clinic Assistant (Full-time, Non- Exempt)

Unit: Community Economic Development Services (CEDS)   **Reports To:** LITC Managing Attorney
Positions Available: 1   **Salary:** $25.00 – 27.88 hourly DOE, plus BENEFITS
Posted: 06/13/2025

Summary: The Tax Clinic Legal Assistant, under daily supervision of Low Income Tax Clinic (LITC) Managing Attorney, is responsible for administrative support of LITC programs. This is a full-time, non-exempt position. The schedule for this position is Monday – Friday, 9:00 a.m. – 6:00 p.m. Some evening and Saturday work shifts may occasionally be required. This role is primarily based on-site but some remote work may be possible, as practical. Performance is reviewed on a continuous basis with specific goals and objectives identified.

Duties / Responsibilities:
- Provide administrative support for LITC program:
    - Checking and returning appointment calls made to LITC hotline;
    - Maintaining and updating Attorney's appointment calendar;
    - Organizing and filing client folders;
    - Providing intake and screening in language (Spanish or Korean);
    - Represent the LITC program throughout the community, including within KYCC, the Community Economic Development Services unit, outreach and education events; and
    - Other administrative duties.
- **Provide administrative support for Low Income Tax Clinic:**
    - Maintain and update grant databases for the unit;
    - Provide database support, including data input, report generation and system management;
    - Assist reporting data tracking and compilation of reports.
- **Provide support for Pro Bono panel and other volunteers:**
    - Provide support to Pro Bono panel and other volunteers as assigned;
    - Assist reporting the progress and outcomes completed by pro bono attorneys and volunteers;
    - Engage and build rapport with volunteers to increase volunteer retention.
- **Attend relevant meetings and trainings:**
    - Ability to work evenings and weekends when necessary;
    - Attend staff, unit, and agency meetings;
    - Attend relevant meetings outside.
- **Other duties as assigned by the LITC Managing Attorney and Director of CEDS.**

Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- Bilingual capacity (Spanish/English);
- Ability to pass Volunteer Income Tax Assistance code of conduct.
- Ability to organize and prepare documentation in a timely manner;
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision;
- Demonstrable working knowledge of the use and operation of personal computers;
- Strong interpersonal, organizational, written and communication skills;
- Strong commitment to working with a multicultural community;
- Ability to work collaboratively with others and a willingness to participate fully in the team process;
- Proof of eligibility to work in the United States.
- Physical requirements: Seeing to inspect written documents; ability to communicate with KYCC staff, clients and public; sitting, standing and walking for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment; and ability to lift up 40 lbs.

Desired Qualifications:

- A valid Class C California Driver License, personal automobile, and proof of auto insurance.

NOTE: The selected candidate will be required to complete a Livescan (fingerprint process), background check, and TB test after a conditional offer of employment has been extended.

SUBMIT AN APPLICATION