



Position Description NNP Paralegal

MTC

The Multistate Tax Commission (MTC) is an intergovernmental state tax agency working on behalf of states and taxpayers to administer, equitably and efficiently, tax laws that apply to multistate and multinational enterprises. The National Nexus Program (NNP) is a division of the MTC. Its chief activity is to administer a multi-state tax voluntary disclosure program in which a non-filer may work with multiple states simultaneously to anonymously settle its back tax obligations and come into compliance. The NNP serves as the single point of contact for states and taxpayers in this process.

Knowledge and Skills

This paralegal position is an entry-level professional position. It requires both administrative work as well professional, independent decision-making.

Required: good judgment; excellent verbal and written communication skills; college degree (willing to consider equivalent experience); initiative; and customer-focused approach.

Desirable: proficiency in Outlook, Word, Excel, and Access; comfort with technology, especially small enterprise databases; basic knowledge of statistics and presentation of statistical data; familiarity with state business activity taxes (e.g., income tax) and use taxes.

Tasks (voluntary disclosure is approximately 75% of time)

- Works with many people daily, mostly by telephone and email
- Explains the voluntary disclosure process to applicants
- Reviews voluntary disclosure applications for factual sufficiency and suggests changes if needed
- Modifies a standard contract to suit the situation
- Emails the draft contract to a member state for review
- Emails questions and answers about the application to the taxpayer and state
- Troubleshoots, e.g., reminding a party to take action
- Collects signed contracts; photocopies, files, and mails to each party

Tasks (supporting the director in program management is approximately 25% of time)

- Preparation of computer-generated reports for management use
- Preparation for meetings and presentations of slides and written material containing mostly content developed by others, but also some information developed by the paralegal

- This may include: basic demographic and tax research using internet search engines and proprietary databases e.g., Westlaw; researching federal and state government information through telephone calls and publicly available websites; finding information in NNP records.
- Helping manage an information technology contract to build a small, specialized database and communications system
- Helping update materials used for tax law training courses by proof reading, checking citations and doing basic legal research on Westlaw and elsewhere
- Occasionally shipping books and other materials for training courses
- Occasionally taking notes at meetings and writing minutes.

Salary and Benefits

- Salary will be \$45,000 or higher for the right person
- Dental benefits and outstanding medical benefits
- Life insurance and disability insurance
- Substantial contribution to 401 retirement plan
- Does not participate in Social Security and withholds no Social Security taxes
- Hard-working, informal, and flexible work environment

How to apply

Please send a resume to Nexus@mtc.gov; or Paralegal Position, Multistate Tax Commission, 444 North Capitol Street, Suite 425, Washington, DC 20001

Application Deadline: the later of when filled and October 3, 2011