

EMPLOYMENT / EMPLEOS

CUYAHOGA EMPLOYMENT & FAMILY SERVICES

is seeking volunteers to be trained for electronic preparation of income tax returns for low-income families and individuals. The preparation of returns will be offered as a free service beginning in early February, 2006. Training, which will be conducted by the

Internal Revenue Service, will begin in November and run through mid-January, 2006. Volunteer must pass a test to be certified to prepare income tax returns; they can be certified by either through the IRS classes or by means of a tutorial called "Link & Learn Taxes" which is available on the IRS website at www.irs.gov/app/vita/index.jsp

<<http://www.irs.gov/app/vita/index.jsp>>

Tax preparation sessions will take place on Saturday morning at the Virgil Brown Building, 1641 Payne Avenue and in the late afternoon at Merrick House, 3167 Fulton Road. Spanish speaking preparers are especially needed at the latter site.

Free preparation of tax returns is an important service because many low-income families pay exorbitantly high preparation fees and high interest on refund anticipation loans to commercial preparers.

If you have an interest in learning basic tax law and tax preparation software and turning it into a helpful and productive volunteer experience, please call Ellie Sullivan at Employment and Family Services 21-987-6620 or e-mail sullie01@odjfs.state.oh.us

Part-Time Office Assistant in an Immigration Law Office

Job description: Responsible for front desk immigration law office activities including answering phones, scheduling appointments, greeting clients and processing new client paperwork, and posting and distributing mail. Other duties include office work such as faxing, filing, file maintenance, copying and drafting simple correspondence, completing legal forms using computer and/or typewriter, assembling supporting documents for exhibits, and filing cases via mail or in person. May have other clerical assignments from senior staff as needed.

Qualifications: Prior office work helpful but not required. Computer capabilities necessary.
Foreign language skills preferred.

Reports to: Office Manager

Employment terms: Part-time position at approximately 20 hours/week. Employment terms: Part-time position at approximately 20 hours/week.

Interested individuals should send their resume to:
Terri at adamczyk@visaskk.com.

Michael H. Sharon.
Sharon & Kalnoki LLC,
55 Public Square, Suite 750,
Cleveland, Ohio 44113
216-348-9878

RICHARD T. HERMAN & ASSOCS. ABOGADOS



LOS CONSEJEROS LEGALES DE SU FAMILIA

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Volunteer Lawyers Program
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CONSULTA LEGAL

Breve consulta y Clínica para referidos legales
Únicamente Asuntos Civiles, NO Criminales

Sábado 8 de Octubre, 2005
10:00 a.m. -12:00 p.m.

Le atenderemos en orden de llegada

West Side Catholic Center
3135 Lorain Avenue

- _ Visite esta nueva Clínica para hablar con un abogado de su problema legal.
- _ Favor de traer documentos importantes.
- _ ¿Preguntas? Llame al 216-687-1900

Los Abogados estarán disponibles para brindarle orientación legal y referidos solamente. Estos abogados no lo van a representar. Si usted necesita quien lo represente puede ser referido a Legal Aid Society of Cleveland u otra agencia.