

STAFF ATTORNEY POSTING

Neighborhood Legal Services is a nonprofit law firm fighting for justice for our low-income clients—come be part of the solution! Demanding work in a supportive and fun atmosphere.

NLS seeks to hire a staff attorney who will provide legal representation elder law, consumer law, tangled title and mortgage foreclosures. The legal areas may change as client needs and funding requirements change.

Job Title: Staff Attorney # 0122-209 Pittsburgh Office
Department: Legal Services
Reports to: Managing Attorney

NLS STAFF ATTORNEY JOB SUMMARY:

The Neighborhood Legal Services staff attorneys are to provide the highest quality of legal representation and handles all functions related to case work in a high-volume, general law practice. Legal representation may include providing advice, limited services, referral, and/or extended representation.

DUTIES/RESPONSIBILITIES:

- Screen clients for eligibility and make referrals, as needed;
- Conduct preliminary and subsequent interviews with clients;
- Conduct factual investigation, analysis, and legal research, as needed;
- Develop case theory and strategy for the representation;
- Keep clients informed on an ongoing basis and provide counsel about their options;
- Prepare pleadings, including but not limited to, complaints, answers, memoranda of law, briefs as may be needed;
- Prepare cases and represent clients in negotiations, hearings, trials, and appeals;
- Monitor client files and close files in a timely manner as required by program policy;
- Enter time in a timely manner pursuant to program policy;
- Maintain case files in accordance with NLSA standards.
- Provide outreach to our communities and participate in professional organizations.
- Stay current on matters of the law

REQUIRED SKILLS/ABILITIES:

- Strong computer knowledge and skills. Strong in Microsoft Office Suite
- Strong organizational skills and attention to details.
- Excellent interpersonal and client service skills
- Must have efficient transportation to locations other than the NLSA office as needed for work;

EDUCATION AND EXPERIENCE:

- Admitted to practice in Pennsylvania or admitted in another jurisdiction and eligible for admission in Pennsylvania;

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.