STAFF ATTORNEY

Job Title: **Staff Attorney – Housing Helpline # 253**

Department: **Legal Services**

Reports to: **Managing Attorney of Housing**

Neighborhood Legal Services is a nonprofit law firm fighting for justice for our low-income clients. The Staff Attorney for the NLS Helpline provides legal representation and address legal issues related to housing insecurity including eviction prevention and other legal barriers to housing stability. The job assignment may change as client needs and funding requirements change.

The Neighborhood Legal Services staff attorneys are to provide the highest quality of legal representation and handle 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 law 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.

SEND LETTER OF INTEREST, RESUME, WRITING SAMPLE AND TRANSCRIPT TO HR@NLSA.US

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