NEIGHBORHOOD LEGAL SERVICES

Because Justice is for All

Job Title: Staff Attorney – Full Service/Housing Pittsburgh Office, # 256
Department: Legal Services
Reports to: Managing Attorney - Housing

JOB SUMMARY:

This position is a full-service staff attorney for the Pittsburgh Office who will provide legal representation and address legal issues related to housing insecurity including eviction prevention and other legal barriers to housing stability. This position will also provide legal representation in the substantive area of consumer law. This position will require courtroom appearances as well as phone advise and consultation. The Staff Attorney may occasionally provide phone advice to the clients in the service areas of our Beaver, Butler and New Castle Offices as needed.

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;
- Provide phone advice to clients in the Beaver, Butler and New Castle Offices as needed;
- 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.

NEIGHBORHOOD LEGAL SERVICES BENEFITS INCLUDE:

- *NLS 100% paid healthcare through Highmark that includes prescription and dental coverage*
- *NLS 100% paid Life/ADD, Long-term Disability, Short-term Disability Insurance*
- *Parental Leave*
- *NLS paid Health Reimbursement Account (HRA)*
- *Contributions to a 403b and/or Roth 403b after one-year of service (optional)*
- *Options that you may choose to purchase or contribute to include:*
    - *Vision Insurance*
    - *FSA – Medical Account*
    - *FSA - Dependent Care Account*
    - *Qualified Transportation Election*
- *Paid Time Off: (pro-rated first year)*
    - *15 vacation days*
    - *14 sick days*
    - *3 Personal Days*
    - *16 Holidays*