STAFF ATTORNEY POSTING

NEIGHBORHOOD LEGAL SERVICES

NLS secures justice and resolves fundamental legal problems for those who are low-income and vulnerable in Allegheny, Beaver, Butler, and Lawrence Counties by providing high-quality legal services and community legal education. Founded in 1966, NLS has provided civil legal aid to more than 1.2 million of our low-income neighbors in need of legal assistance.

Job Title: **Staff Attorney #255 Beaver County Office**
Department: **Legal Services**
Reports to: **Managing Attorney**

JOB SUMMARY:

The Staff Attorney - Family Law and General Practice, provides the highest quality of legal representation and handles all functions related to case work in a high-volume, general law practice. This work involves providing legal representation to crime victims seeking relief under the Sexual Violence or Intimidation Protection Act and the Protection from Abuse Act; in need of representation with custody matters which will improve victim safety and the safety and well-being of the victim's children; and who may require representation on housing, expungement, and consumer matters. This position also provides legal representation in other areas of law as needed.

Legal representation may include providing advice, limited services, referral, and/or extended representation. The Staff Attorney is specially trained in domestic and sexual violence dynamics and trauma and works with attorneys, paralegals, social workers, law students, domestic violence advocates, and others to ensure that the emergency needs of each applicant are being explored and pursued.

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 NLS standards.
- Stay current on the law
- Work collaboratively with the domestic violence and sexual violence programs in each respective county.

PROGRAM DEVELOPMENT

- Identify and work with management to address project sustainability;
- Assist with project evaluation

REQUIRED SKILLS/ABILITIES:

- Admitted to practice in Pennsylvania or admitted in another jurisdiction and eligible for admission in Pennsylvania;
- 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;
- Receive specialized training on domestic and sexual violence dynamics and the impact of trauma so as to be able to provide trauma-informed services.

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*
- *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*

NLS is an Equal Employment Opportunity Employer committed to the value of workforce diversity. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, gender identity, national origin, physical or mental disability, protected veteran status, genetic information, or sexual orientation.