

LEGAL SERVICES OF  NORTHERN CALIFORNIA

EXECUTIVE OFFICE 517 TWELFTH STREET SACRAMENTO CA 95814

VOICE: (916) 551-2150 FAX: (916) 551-2195 WEB: WWW.LSNC.NET

JOB DESCRIPTION

OCT 10 2012

POSITION: Staff Attorney

DEFINITION: Under limited supervision, to practice law aggressively on behalf of eligible clients.

DUTIES:

1. Participate in all aspects of litigation including, but not limited to, client interviews, factual investigation, legal research, discovery, preparation of legal documents, negotiations, trials, and appellate work in both State and Federal Courts; to appear at administrative hearings.
2. Provide legal advice to individual clients, and general legal information to eligible community groups as well as to the public in general, which may involve travel to outlying counties.
3. Develop relationships with the client communities and leaders of the communities.
4. Participate in and help develop impact litigation.
5. Participate in specialized litigation task forces, both program-wide and state-wide.
6. Supervise other staff and volunteers, and to train other staff and volunteers; to participate in hiring of staff, to attend required office and program meetings.
7. Follow program guidelines in the maintenance of client files, use of the tickler system, calendaring events, and other office procedures.
8. Prepare and submit necessary reports to the Managing Attorney, including grant writing, contract compliance and administration.
9. Participate in legislative advocacy when allowed pursuant to Legal Services Corporation's regulations.
10. Attend continuing legal education seminars and to keep abreast of changes in the law through reading or other means.
11. All other duties as assigned consistent with qualifications.

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**KNOWLEDGE
OF:**

The principles and procedures of litigation in State and Federal Courts, the principles and procedures of administrative agencies and hearing rights, substantive areas of law relevant to program/ office case priorities, principles of community development and establishment of working relationships, the theories of changes in the law and how to implement strategies for developing changes; principles and procedures of supervision and training of personnel, principles and procedures of legislative advocacy, the importance of written reports to management, knowledge of computer research methods.

**SKILLS
REQUIRED:**

Client interviewing, investigation, legal research, analytical reasoning ability, creativity, basic English writing skills, negotiation, trial skills, appellate writing and oral argument, communication/listening skills, ability to work under stress and short time lines, ability to work with/for poor people, ability to empathize with the client community, ability to do computer research.

**EXPERIENCE/
EDUCATION:**

An active member of the California State Bar; experience with issues of the client communities served. J.D. and a member of the California Bar or eligibility for and willingness to take the next bar exam.

6/1/2001