



JOB ANNOUNCEMENT

(Please Post)

Staff Attorney (Pro Bono Programs)

Sacramento, California

Full-Time

Temporary

POSITION: Staff Attorney

TO APPLY: Send cover letter describing interest in the position, résumé, three professional references (including name, title, telephone number and email address), and a writing sample to:

Jenni Gomez-Haddad, Pro Bono Manager

Legal Services of Northern California

517 12th Street

Sacramento, CA 95814

jgomez@lsnc.net

If sending application via email, please attach materials as a single PDF.

APPLICATION DEADLINE: December 31, 2023

START DATE: January 16, 2024

ORGANIZATION DESCRIPTION:

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to people with low income, older adults and persons with disabilities in more than 23 northern California counties. LSNC has eight field offices and several special projects. LSNC's pro bono staff work with colleagues, volunteers and law clerks across the program to integrate pro bono support into existing services, as well as to create and manage innovative pro bono clinics and projects within LSNC's priorities. Finally, pro bono staff work closely with LSNC's Development Director to recognize volunteers and law clerks externally.

RESPONSIBILITIES:

In coordination with and under the supervision of the pro bono manager, during the calendar year 2024, the staff attorney will:

1. Coordinate with managing attorneys program-wide to identify pro bono assistance needs and make appropriate volunteer placements in field offices and projects.
2. Develop pro bono opportunities including, but not limited to, pro bono clinics which can occur on occasional evenings and weekends.
3. With a primary focus on cases originating from pro bono services, participate in all aspects of litigation including, but not limited to, client interviews, factual investigation, legal research, advising, discovery, preparation of legal documents, negotiations, trials, administrative hearings, and appellate work in both state and federal courts. Conduct community outreach including community legal education and engagement with community organizations.
4. In collaboration with field offices and projects, recruit, screen, train and manage pro bono attorneys, legal graduates, paralegals, law students, college students and other professionals.
5. Assist with LSNC's summer internship and fall/spring externship programs.
6. Create and/or update promotional content and outreach materials, and attend law school, bar association and other community events to promote law student and volunteer opportunities.
7. Implement LSNC's private attorney involvement (PAI) plan
8. Work on volunteer recognition events; promote volunteers externally through newsletters, emails and social media; and, occasionally nominate exceptional volunteers for recognition by the local and state bar.
9. Attend appropriate training sessions and conferences
10. Collect and maintain data on applicants, volunteers, interns and externs, clinic work, and other pro bono initiatives, and assist the pro bono manager with reporting.
11. Assist with grant proposals to fund pro bono programs.
12. Perform additional duties as assigned and consistent with qualifications.

QUALIFICATIONS CRITERIA:

SKILLS:

Client interviewing, investigation, legal research, analytical reasoning ability, creativity, excellent English writing skills, negotiation, trial skills, communication/listening skills, ability to work under stress and short time lines, ability and desire to work with/for low income people, people with disabilities and other under-served populations; ability to empathize with the client community, ability to work collaboratively with colleagues and external partners, and the ability to do computer research.

EDUCATION/EXPERIENCE:

J.D. and a member of the California Bar or admitted in another state and willing and qualified to take the next bar exam. This is an entry-level position or higher - attorney with one (1) to three (3) years' experience working with low income people preferred; experience working with volunteers and/or law students preferred; community outreach preferred; bilingual in a language commonly spoken by client communities preferred, but not required.

SALARY: \$5,607 (Step 1) to \$6,859 (Step 15) per month DOE
See LSNC's Policy on Salary Scales and Scale Placement at
www.lsn.net/jobs

BENEFITS: Legal Services of Northern California offers an excellent fringe benefit plan.

LSNC PROVIDES A BILINGUAL BONUS FOR EMPLOYEES WHO SPEAK A SECOND LANGUAGE, OTHER THAN ENGLISH, COMMONLY SPOKEN BY CLIENTS WHEN THE SECOND LANGUAGE IS USED ON THE JOB FOR WHICH THE PERSON IS EMPLOYED.

LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PEOPLE TO APPLY.