

The Legal Project, Inc.

Capital District Women's Bar Association

POSITION STATEMENT

(exempt)

The Legal Project is a not-for-profit 501(c)(3) organization located in Albany, NY, that has grown from a small pro bono volunteer program in 1995 into an innovative staff-based and pro bono program that leverages community resources and experience in providing free and low cost civil legal services to domestic violence victims and the working poor. Our many programs include family court and divorce representation in domestic violence cases; immigration services; foreclosure prevention; wills and end of life planning; bankruptcy; veteran's legal clinics; small business legal assistance; and community legal clinics on general civil legal issues. The Legal Project also provides community education and professional training.

The Legal Project provides access to the protections of the law to advance the safety, stability and independence of the people we serve and strengthen our communities. We do this by advising, advocating for and representing people who have traditionally had difficulty obtaining civil legal assistance.

Based upon these beliefs, the mission of The Legal Project is to make the law more accessible to those in need, to increase the legal community's involvement in pro bono work; and to serve as a resource on legal issues. We feel a special commitment to women and others who may have difficulty in obtaining legal assistance.

TITLE: Domestic Violence Staff Attorney

REPORTS TO: Supervising Attorney, Victim Legal Assistance Program

Position Summary: The Domestic Violence Staff Attorney will provide legal services to clients of The Legal Project, Inc. in civil legal matters, mostly family law related. The Domestic Violence Staff Attorney provides legal representation to domestic violence victims in family offense, custody, visitation, support, matrimonial, and other civil legal matters. The Staff Attorney represents victims in all stages of litigation. The Staff Attorney also conducts consultations with domestic violence victims, giving general legal advice. The Staff Attorney will also conduct trainings and workshops for Legal Project staff and/or community partners, as instructed.

Principal Responsibilities:

1. Provide consultations (brief legal services) to victims of domestic violence seeking legal advice in addition to full representation, in matters including orders of protection, custody, support, matrimonials, and other relevant matters. Provide information to victims of domestic violence about the court system, and advise them about options available and potential consequences of their decisions.
2. Conduct all aspects of civil practice, including discovery, motion practice, negotiations, trial preparations, and trials.
3. Draft legal documents and attend court with victims of domestic violence.

4. Prepare witnesses and clients for court appearances
5. Maintain comprehensive and precise client case files and internal data logs
6. Maintain monthly statistical reports documenting case representation, provision of legal advocacy, and referrals. Provide reports and statistical data to comply with grant reporting requirements.
7. Provide technical assistance to pro bono volunteers as needed.
8. Participate in team problem solving to ensure the smooth and effective functioning of the Victim Legal Assistance Program. Trouble-shoot and assist with creative problem solving relating to client and attorney issues.
9. Develop and maintain cooperative relationships with other in the legal community. Serve as agency point of contact as needed with community partners, attend related meetings, trainings, and conferences. Make referrals to community resources as appropriate.
10. Perform legal research relative to federal, state, and local statutes, ordinances, and regulations
11. Monitor trends in statutes, regulations, and related that may impact rights of victims of domestic violence. Provide input on same as needed. Maintain an updated knowledge of the field of law related to domestic violence victims.
12. Participate in agency activities such as training, conferences, and fundraisers
13. Perform other necessary related or unrelated duties as may be assigned by supervisor.

Qualifications:

1. Licensed and admitted to practice law in New York State and in good standing with the bar.
2. Two years experience in family law, litigation, or related practice preferred. (Internship and/or law school clinical experience may substitute for some experience.) Experience working with domestic violence survivors preferred.
3. Training and/or experience with trauma informed care preferred
4. Excellent advocacy, research and writing skills and strong attention to detail
7. Strong organizational and administrative skills
8. Proficient in Microsoft Office Suite
10. Effective collaboration with multidisciplinary professionals in the provision of legal services;
11. Ability to think strategically and creatively, solve problems, exercise initiative and manage multiple tasks/projects and sensitive information while also being able to determine when to ask for assistance
12. Impeccable integrity, judgment and discretion
13. Support mission and vision of The Legal Project.
14. Proficiency or fluency in language in addition to English strongly preferred.

The Capital District Women's Bar Association Legal Project, Inc. is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status. We strongly encourage applications from people with these identities or who are members of other marginalized communities.

Job Type: Full-Time, Exempt

Salary range: \$53,000-\$57,000 based on experience.

To Apply: Email resume, cover letter indicating your interest in the position, writing sample to Carla Brogoch, Legal Director at cbrogoch@legalproject.org

