



EXTERNAL JOB POSTING

POSITION TITLE	Staff Attorney
PRACTICE AREA/DEPARTMENT	Homeowner Protection Program (HOPP)
OFFICE LOCATION	Watertown, NY
SALARY RANGE	\$70,000 - \$100,540 (DOE)
SUPERVISOR	Managing Attorney
POSTING DATE:	October 22, 2024
APPLICATION DEADLINE:	Until position is filled

ABOUT

The Legal Aid Society of Mid-New York, Inc. (LASMNY) is a non-profit public interest law firm. We provide free legal information, advice and representation to people who are unable to afford a lawyer. Our staff provides services in the following, thirteen counties: Broome, Chenango, Cayuga, Cortland, Delaware, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, and Otsego. In addition, our Agricultural Worker Program (AWP) services the entire New York State.

MISSION STATEMENT

LASMNY's mission is to provide free legal assistance to low-income people facing civil legal problems that impact the basic needs of life. Through legal advice, emergency legal services and legal representation, we help low-income people stabilize their finances, protect themselves and their children from domestic violence, obtain access to healthcare, avoid homelessness as a result of wrongful evictions, protect the family home from foreclosure and increase household income. We also target specific vulnerable populations with our services, such as senior citizens, victims of domestic violence, people with disabilities, refugees and immigrants, and veterans.

JOB SUMMARY

The Legal Aid Society of Mid-New York (LASMNY), Inc. is actively seeking a dynamic full-time Staff Attorney to provide legal assistance to clients facing foreclosure of their home under the Home Ownership Protection Program (HOPP). The position can be based in the following LASMNY offices: **Utica, Binghamton or Oneonta** and reports to the Managing Attorney. The staff attorney will conduct legal research; draft pleadings, legal memoranda, advocacy letters, and other legal papers; litigate all phases of foreclosure defense cases, including handling settlement conferences, engaging in motion practice, conducting trials, writing and arguing appeals, and filing complaints; negotiate mortgage loan modifications and work with mortgage servicers; and provide other legal services as appropriate. May provide assistance with bankruptcy when necessary. Demonstrates an understanding and commitment to LASMNY's mission and value of justice.

ESSENTIAL JOB FUNCTIONS

- Effectively and efficiently communicate with clients/applicants for services over the phone or in person.
- Interview clients competently and objectively.
- Deliver quality legal services by providing legal advice and representation in civil cases to eligible individuals.
- Prepare and file briefs, motions and other necessary judicial pleadings.
- Independently manage a caseload, including fully litigating assigned cases, when appropriate.
- Accurately and timely record billable time and case notes in our case management system.
- Work professionally and collaboratively with colleagues, judges, opposing counsel, court personnel, community members, etc.

- Show commitment to professional growth in diverse areas of law.
- Keep up with knowledge of legal developments including completion of Continuing Legal Education (CLE) courses.
- Engage in outreach and education efforts to reach community members, advocates and service providers.
- Attend and participate in meetings and trainings as requested.
- Regular and predictable attendance.
- Comply with all Legal Services Corporation (LSC) and LASMNY policies, procedures and grant based reporting requirements.
- Perform responsibilities and duties based upon department needs and requirements as assigned by the supervisor

JOB QUALIFICATIONS

- Law degree from an accredited law school.
- New York State (NYS) Bar admission.
- Prior legal services, trial and litigation experience preferred.
- Demonstrated commitment to serving indigent community members is preferred.
- Proficient with Microsoft Office or related software and computerized legal research.
- Bilingual or multilingual a plus.
- Travel is required

LASMNY offers a generous benefit package! Most benefits available date of hire. Medical, Vision, Dental, Medical Waiver Program (if eligible), Basic/Voluntary Life Insurance, Health Savings Account, Flexible Savings Accounts, 403(b), Employer Contributing SEP/IRA, Mileage Reimbursement, Professional Development, CLE Registration Fees, Attorney Registration Fees, Local & NYS Bar Dues, Vacation, Sick, Personal, Parental Leave, Bereavement Leave, Jury Duty, Bar Exam Leave, Employee Assistance Plan, Relocation Assistance, Parking, Loan Repayment/Public Service Loan Forgiveness and (14) Holidays.

APPLICATION PROCESS

We encourage interested, qualified candidates to apply for this position by sending a cover letter, resume, and three (3) professional references to jobs@lasmny.org

LASMNY's Diversity, Equity, and Inclusion Vision Statement

LASMNY is committed to diversity, equity, and inclusion. Our differences fuel excellence and we strive to create an environment where every individual is valued and feels empowered to bring their full, authentic self to work. We are building a community rooted in openness and trust where colleagues have the resources to grow, thrive and fully contribute to achieving equal access to justice.

Equal Opportunity Employer | Affirmative Action Employer

Fighting for Equal Justice for All | Diversity. Equity. Inclusion.

Visit us at www.lasmny.org