



EXTERNAL JOB POSTING

Position Title	Staff Attorney
Practice Area/Department	Domestic Violence (DV)
Office Location	Oswego & Oneonta, NY
Salary Range	\$70,000 - \$100,540 (DOE)
Supervisor	Managing Attorney
Posting Date	October 22, 2024
Application Deadline	Position open until 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 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 Staff Attorney will provide direct and comprehensive legal services to eligible clients including advice, negotiation, motion practice and litigation. Specifically, the Staff Attorney will offer holistic services by representing clients in family law matters, including divorce, custody/visitation, paternity, support violations, family offense proceedings, and other civil matters, including bankruptcy and public benefits, needed to break the cycle of violence. Demonstrates an understanding and commitment to LASMNY's mission and value of justice. This position reports to the Managing Attorney.

ESSENTIAL JOB FUNCTIONS

- Provide direct and comprehensive legal services to eligible clients including advice, negotiation, motion practice and litigation in family law and matrimonial matters.
- Offer holistic representation in matters related to family law matters, including divorce, custody/visitation, paternity, support violations, family offenses and abuse/neglect proceedings, and other civil matters, including bankruptcy and public benefits, needed to break the cycle of violence.
- Maintain accurate records and statistics for the coordination of timely reports.
- Effectively, efficiently and objectively will communicate/interview applicants/clients for services over the phone or in person.
- Prepare and file pleadings, motions, briefs and other legal documents.
- Independently manage a caseload.
- Manage data related to grant reporting process.
- 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, bar associations, 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 required.
- Regular and predictable attendance.
- Comply with all Legal Services Corporation (LSC) and LASMNY regulations, policies and procedures, to include but not limited to the Case Management Policy, 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 and survivors of domestic violence is preferred.
- Proficient with Microsoft Office or related software and computerized legal research.
- Bilingual or multilingual a plus.
- Travel is required.

APPLICATION PROCESS

We encourage interested qualified candidates to apply for this position by sending a cover letter, writing sample, 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 www.lasmny.org