



EXTERNAL JOB POSTING

POSITION TITLE	Law Graduate
PRACTICE AREA/DEPARTMENT	Domestic Violence (DV), Eviction Defense (EDP)
OFFICE LOCATION	Binghamton & Oneonta
SALARY	\$68,000
SUPERVISOR	Managing Attorney
POSTING DATE	October 22, 2024
APPLICATION DEADLINE	Until positions are 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 Law Graduates who will work under the supervision of a Managing Attorney to provide direct and comprehensive services to eligible clients in civil legal matters as assigned. Will verify eligibility information in accordance with our Case Management Policy and priorities for service. Conduct legal research; draft pleadings, legal memoranda, advocacy letters, and other legal papers. Participate in staff and case acceptance meetings and program-wide workgroups. Other duties as assigned. Demonstrates an understanding and commitment to LASMNY's mission and value of justice.

The following Law Graduate positions, programs and office locations are available for Law Graduate positions:

LAW GRADUATE - Domestic Violence Services

Location(s) – Oneonta

LAW GRADUATE - Eviction Defense Program (EDP)

Location(s) – Binghamton

ESSENTIAL JOB FUNCTIONS

- Effectively and efficiently communicate with clients/applicants for services over the phone or in-person.
- Interview clients competently and objectively.
- 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.
- Engage in outreach and community education.
- Attend and participate in meetings and trainings as requested.
- Comply with all Legal Services Corporation (LSC) and LASMNY policies, procedures, and grant-based reporting requirements.
- Perform reasonable and related duties as assigned by a managing attorney or direct supervisor.

JOB QUALIFICATIONS

- Law degree from an accredited law school.
- Seek admission to (NYS) Bar.
- Proficient with Microsoft Office or related software and computerized legal research.
- Bilingual or multilingual a plus.

An employment offer is contingent on you passing the New York State (NYS) Bar. Before admission to the NYS Bar, individuals may be able to practice or appear in court as a law graduate without being admitted pursuant to the New York Judiciary Law, Sections 478 and 484. Would go to court with a licensed attorney. Upon admission to the NYS Bar, the individual shall be classified as a staff attorney, Step 0-1 with a starting salary of \$70,000, upon the completion date of the swearing in ceremony.

Failure of a law graduate to be admitted to the NYS Bar within eighteen (18) months of date of hire, may or may not, result in loss of employment with LASMNY. There is no reimbursement for costs associated with taking the NYS bar examination for this process.

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.