



EXTERNAL JOB POSTING

POSITION TITLE	Managing Staff Attorney
OFFICE LOCATION	Utica, NY
SALARY RANGE	\$89,161 - \$110,540
SUPERVISOR	Executive Director
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 services the entire New York State. Visit us at www.lasmny.org

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 Managing Attorney, under the direction of the Executive Director, is responsible for the overall administration and legal work of the designated branch offices and programs. This position is an integral part of management and collaborates with the executive team to implement and ensure compliance with Legal Services Corporation (LSC) and LASMNY regulations, policies, and procedures. Demonstrates an understanding and commitment to LASMNY's mission and value of justice.

ESSENTIAL JOB FUNCTIONS

- Supervise and manage the day-to-day administration and litigation of the designated branch offices and programs to ensure that the highest quality of legal services is given to clients.
- Collaborate with the executive team to develop and implement policies, procedures, and standards relevant to legal work.
- Manage the recruitment, supervision, professional development, case assignment and review with case handlers, performance management, employee relation discussions and disciplinary actions for staff in the designated branch office and program.
- Maintain accurate records and statistics for the coordination of timely reports.
- Manage data related to grant reporting process.
- 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 pleadings, motions, briefs, and other legal documents.
- Independently manage a caseload.
- Accurately and timely record billable time and case notes in our case management system.
- Serve as a signatory on checks and ensure the fiscal integrity of LASMNY funds.
- 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 community education.
- Attend and participate in meetings and trainings as requested.
- Regular and predictable attendance.
- Comply with all 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.
- Licensed to practice in NYS or eligible for admission on motion.
- Minimum five (5) years of experience in the practice of law.
- Experience in legal services preferred.
- Working experience in a Union environment preferred.
- Demonstrated supervision experience in mentoring and training less-experienced attorneys preferred.
- Experience developing litigation.
- Exceptional skills in drafting complex briefs, pleadings, and motions, conducting depositions and trial work.
- Demonstrated commitment to serve low-income community members.
- Proficient with Microsoft Office or related software and computerized legal research.
- Fluency in other languages a plus.
- Valid NYS Driver's license or ability to obtain one if required.

BENEFITS

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 by responding to this email with a cover letter, writing sample, resume, and three (3) professional references to jobs@lasmny.org

LASMNY's Diversity, Equity, and Inclusion Vision Statement

The Legal Aid Society of Mid-New York, Inc. (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