

California Rural Legal Assistance, Inc.
Job Description
BASIC UNIT STAFF ATTORNEY

Reporting to the Directing Attorney or Project Director, the Staff Attorney provides comprehensive legal services to eligible clients in CRLA priority areas in accordance with CRLA program guidelines, the ABA Standards for Providers of Civil Legal Services and the Code of Professional Responsibility.

Responsibilities:

- Provides legal service to low income clients and client groups including advice, negotiation, litigation and administrative advocacy in accordance with program priorities and case handling policies.
- Reviews and supervises the work product of Community Workers and Clerical support staff relating to all clients being advised or represented by him/her.
- Undertakes significant statewide impact activity, including institutional and group litigation or community economic development beneficial to the low income community.
- Develops leadership in working with community, client and other advocacy groups related to statewide impact issues.
- Works to develop specialized knowledge in a substantive area of poverty law and acts as a resource for other staff through participation in at least one CRLA task force.
- Coordinates advocacy in substantive areas through collaboration with other human services providers, non-profit organizations and community, client or other advocacy groups.
- Participates in CRLA training programs, local office case review or staff meetings or other CRLA activities as required.
- Provides community education regarding legal rights and prepares materials relating to these presentations.
- Works with members of the private bar as necessary in accordance with CRLA Private Bar Involvement.
- Maintains contemporaneous time records in the CRLA case handling system.
- Maintains a good working relationship with all members of the office staff.
- Utilizes basic capabilities of word processing program.
- Other duties as assigned.

Requirements:

- Admitted to practice law before the court of any state.
- Admitted to practice law in the State of California or willingness to take the next California Bar Exam.
- Demonstrated commitment to working with low income clients.
- Excellent written and verbal communication.
- Ability to meet deadlines and perform multiple tasks while maintaining attention to detail.
- Good people skills and the ability to maintain positive relations with a diverse population.

SALARY: \$42,000.00 to \$67,500.00 based upon bar admission date.

APPLICATIONS: To apply, send a cover letter and resume to the CRLA Human Resources Department at hr@crla.org. E-mail attachments in Word only, or copy and paste cover letter and resume into body of e-mail. Include “Staff Attorney – Coachella Migrant” in subject line of e-mail.

WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.
CRLA IS AN EQUAL OPPORTUNITY EMPLOYER.