

**JOB DESCRIPTION**

<b>TITLE</b>	<b>Staff Attorney</b>
GRANT	TBD
GRANT PERIOD	TBD
FLSA	Exempt-Professional
REPORTS TO	Senior Managing Attorney

**BROAD PURPOSE**

Under limited supervision, to practice law aggressively on behalf of eligible clients. This position handles only civil cases for all our clients. These services include litigation, providing training and technical assistance, and community education. This position combines courtroom representation of individual parents with systems and policy advocacy to improve outcomes for vulnerable families. It will entail significant courtroom advocacy with a heavy focus on high-quality client representation.

**PRIMARY OBJECTIVES**

- Participate in all aspects of litigation including, but not limited to, client interviews, factual investigation, legal research, discovery, preparation of legal documents, negotiations, trials, and appellate work in both State and Federal Courts; to appear at administrative hearings.
- Prepare and manage caseloads. Provide legal advice to individual clients, and general legal information to eligible community groups as well as to the public in general, which may involve travel to outlying communities.
- Develop relationships with the client communities and leaders of the communities.
- Present misdemeanor and felony cases. Provide legal advice and assistance to clients. Attend legal proceedings. Make recommendations on sentences.
- Perform appellate work. Provide representation to clients for felony and misdemeanor cases, appeals, abuse and neglect proceedings, and juvenile cases. Meet and communicate with clients. Interview witnesses.
- Obtain reports and records. Review police reports, grand jury transcripts, and all other case discovery. Examine evidence and investigate claims.
- Assist clients with court ordered classes, or counseling. Perform legal research and writing; draft, prepare, and file legal documents and correspondence. Interview defendants to ascertain case facts.
- Arrange pretrial investigations with paralegals and other office staff. Correlate findings and prepare case. Conduct case.
- Examine and cross examine witnesses. Summarize case to the jury. Participate in specialized litigation task forces, both program-wide and statewide.
- Supervise other staff and volunteers, and to train other staff and volunteers; to participate in hiring of staff, to attend required office and program meetings.
- Attend continuing legal education seminars and to keep abreast of changes in the law through reading or other means.
- Performs other duties as assigned.

**QUALIFICATION**

- JD from an accredited law school.
- Active State license and in good standing.
- Licensed Bar Attorney should be admitted in applicable State they are working in or eligible for admission on motion, or by the next examination, or by waiver. Maintain a valid attorney's license in that state practicing.
- Excellent legal research and writing skills.
- Handle high caseloads and willingness to meet personally with all clients.
- Self-sufficient, motivative, and the ability to work independently.

**ACKNOWLEDGMENT**

*I have received this job description and have determined that it accurately reflects the position and I can perform these duties.*

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Print Name Signature Date