

JOB DESCRIPTION

TITLE	VOCA Project Attorney
GRANT	TBD
GRANT PERIOD	TBD
FLSA	Exempt-Professional
REPORTS TO	Managing Attorney

BROAD PURPOSE

The VOCA Attorney is responsible for the provision of a full range of comprehensive legal assistance to adult and youth victims of domestic violence, dating violence, sexual assault and stalking, who seek relief in legal matters arising as a consequence of that abuse or violence as a practicing attorney, licensed in perspective state, in accordance with program guidelines, priorities, case handler standards & the States Rules of Professional Conduct.

PRIMARY OBJECTIVE

- Heads a project that is financially self-sustaining.
- Responsible for writing grant proposals that fund the project and resource development in coordination with the Director of Development. Creates the mission, goals and objectives for the project each year.
- Plans, directs, and coordinates activities of the project to ensure that the goals and objectives are accomplished within prescribed time frames and funding parameters.
- Reviews project proposals or plans to determine time frame, funding limitations, procedures for accomplishing project goals and objectives, staffing requirements, and allotment of available resources to various phases of the project.
- Directly responsible for creating, maintaining, reviewing, and sound fiscal management of project budget and funds.
- Responsible for ensuring compliance with all funding source requirements and reporting requirements.
- Prepares project reports for management, advisory boards, Board of Directors, client communities and others.
- Attends management and litigation meetings.
- Maintain an active caseload;
- Keep apprised of changes in the law and other issues that may affect VAWA client population, and advise the Managing Attorney and other staff of such issues.
- Conduct or participate in training, public speaking forums, State Bar legal education forums and other public functions on a regular basis;
- Comply with office policies and procedures;
- Represent the program at meetings and other external functions as may be required.
- 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.

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.

Print Name

Signature

Date