

LEGAL SERVICES OF  NORTHERN CALIFORNIA

YOLO COUNTY OFFICE 619 NORTH STREET WOODLAND CA 95695
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JOB ANNOUNCEMENT

(Please Post)

Contract Staff Attorney
Woodland, CA

Position: Contract Staff Attorney (assigned to intake)

To Apply: Send resumé and cover letter to:

Alysa Meyer, Managing Attorney
Legal Services of Northern California-Yolo County Office
619 North Street
Woodland, CA 95695

Hours: Full Time – 37.5 hours per week

Application

~~July 22, 2011~~ *Until filled.*

Deadline:

Start Date: Between August 1, 2011 and September 15, 2011

Program Description:

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to low income, elderly and disabled people in 23 northern California counties.

RESPONSIBILITIES:

Under the supervision of the Managing Attorney, the staff attorney will primarily be assigned to initial client intake. Primary duties will include client interviews, eligibility determinations, factual investigation, legal research and provision of legal advice and brief services for individual clients. Time permitting, the staff attorney may also conduct discovery, prepare legal documents, negotiate with opposing counsel, and assist with trials and appellate work in both State and Federal Courts. Other duties may include appearing at administrative hearings and providing general legal information to eligible community groups as well as to the public in general, which will involve travel to outlying areas within Yolo County.

QUALIFICATIONS CRITERIA:

- I. Knowledge of the principles and procedures of litigation in State and Federal Courts, administrative agencies and hearing rights; substantive areas of law relevant to program/office case priorities; principles of community development and establishment of working relationships; principles and procedures of supervision and training of volunteers;

principles and procedures of legislative advocacy; the importance of written reports to management; computer research methods.

- II. Skills include client interviewing, investigation, legal research, analytical reasoning ability, creativity, excellent English writing and speaking skills, negotiation, trial skills, appellate writing and oral argument, communication/listening skills, ability to work under stress and short time lines, ability and desire to work with/for low income people, empathize with the client community, and the ability to do computer research.
- III. Language: An ability to relate to the client community being served; bilingual in English and Spanish strongly preferred.

EDUCATION/EXPERIENCE:

J.D. and a member of the California Bar or eligibility for and willingness to take the next bar exam. This is an entry-level position. One (1) to two (2) years experience working with low-income persons preferred; experience with community outreach and organizing preferred; Spanish-speaking ability preferred.

SALARY RANGE: \$3,339-3,599 per month, plus benefits, DOE

BENEFITS: Legal Services of Northern California offers an excellent fringe benefit plan.

LSNC PROVIDES A BILINGUAL BONUS FOR EMPLOYEES WHO ARE PROFICIENT IN SPEAKING A SECOND LANGUAGE, OTHER THAN ENGLISH, COMMONLY SPOKEN BY CLIENTS WHEN THE SECOND LANGUAGE IS USED ON THE JOB FOR WHICH THE PERSON IS EMPLOYED.

LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE AND LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PEOPLE TO APPLY.