

LEGAL SERVICES OF  NORTHERN CALIFORNIA

SHASTA REGIONAL OFFICE 1370 WEST STREET REDDING, CA 96001
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JOB ANNOUNCEMENT
(Please Post)

Managing Attorney
Shasta Regional Office
Redding, California

Position: Managing Attorney for branch office in Redding, California: supervising a staff of 12; responsible for providing legal services to the low income population in Shasta, Siskiyou, Lassen, Modoc and Trinity Counties.

To Apply: Send resumé, writing sample, three (3) references with telephone numbers, and a cover letter describing your interest in the position and qualifications to:

Gary F. Smith, Executive Director
Legal Services of Northern California
517 Twelfth Street
Sacramento, CA 95814

Program Description:

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to the poor, elderly, and the disabled in more than 23 northern California counties. LSNC has eight field offices and a number of special projects, including a Senior Legal Hotline, a health law program, an Ombudsman project, and a health insurance counseling and advocacy program for Medicare beneficiaries.

Responsibilities:

Under the supervision of the Executive Director, direct and manage the Shasta Regional Office. Communicate with client community, local agencies, the judiciary and private bar, including organizing and managing a private bar, pro bono program. Engage in high quality legal representation and litigate on priority issues affecting low-income persons, including client interviewing, fact gathering, legal research, discovery, trial and appellate advocacy and community legal education; supervise legal work of all advocacy staff; coordinate regular office case review and staff meetings and assure office morale.

In coordination with LSNC's Regional Counsel, provide training and supervision, assure caseload control and compliance with applicable rules, regulations and funding guidelines for legal services work. Participate with other LSNC managers in the management of the overall program, including participation on management committees and meetings; conduct priority surveys and work plans; resolve staff, client and public grievances. Assure the financial integrity of the office and develop, administer and report on grant proposals.

Qualifications:

At least five (5) years substantial legal representation experience; significant litigation experience or equivalent skills and a desire to participate in all phases of litigation, including discovery, brief writing, editing and oral advocacy. Prior experience in the representation of low-income or under-served communities strongly preferred. Knowledge of and experience with personnel management and budgeting, conflict resolution and legal case work supervision. Prior legal services management experience highly desirable. J.D. and a member of the California Bar, or admitted to the Bar of another state and eligible and willing to take first bar exam after hiring.

Closing Date: Open Until Filled

Salary: Salary commensurate with experience. Liberal benefits.

LSNC PROVIDES A BILINGUAL BONUS FOR EMPLOYEES WHO SPEAK 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.