



JOB DESCRIPTION

Job Title Senior Attorney - CCHA

Position Summary

With minimum supervision, effectively represents clients in all phases of litigation; supervises, advises and co-counsels with lesser experienced staff attorneys to improve their litigation skills, in delivering legal services to our client community in a specific substantive area of law, as well as, supervising advocates. Is responsible for all required administrative functions and requirements of their team. Responsible for the optimum functioning of a specialized law team in a legal aid environment.

About the Organization

Legal Aid Society of San Diego (LASSD), the largest poverty law firm serving San Diego County since 1953, strengthens our communities by redressing our clients' legal problems, empowering our clients to access and effectively participate within the legal, governmental and social systems and encouraging self-empowerment in the fight against poverty and injustice. LASSD continues to be a proud, committed and compassionate group of people dedicated to providing equal access to justice for San Diegans through aggressive, quality legal services. #justicebeginshere

Essential Functions:

- Competently plans and handles complex litigation.
- Evaluates the work of and creates professional development plans for staff underneath his/her direct supervision.
- Timely and accurately performs all team administrative duties, including assuring accurate entry of staff time slips and reports for accounting and management. Personally, as required, conducts meaningful staff evaluations, case review and team meetings.
- Develops and implements mid and long-term strategies for resolution of identified systemic barriers to our clients' economic security and social wellbeing.
- Interview prospective clients, rendering legal advice, maintaining a complex caseload, and representing clients in all phases of administrative hearing litigation (including research, drafting of briefs, writs and appeals).
- Assists less experienced staff attorneys to become effective in representation of their clients through trial preparation, drafting of pleadings, discovery, effective research and case preparation and litigation strategy.
- Develops a positive working relationship with our client communities and partners.
- Ability to present community education at outreach events.
- Works with our client communities to develop and implement new strategies for resolution of systemic problems which adversely affect them.
- Is responsible for the direct supervision of the substantive law team and recruited volunteers.
- Handles team and staff administrative duties and reviews the accurate completion of said duties as delegated for Management and reporting requirements.
- Proposes new funding strategies, and solicits increased funding via grant proposals and submissions for their team.
- Works in such a way as to be an example for team members and other program personnel.
- Meaningfully reports on all of the above to the Board of Directors annually.
- Assist in preparation of routine correspondence, reporting, audits, and site visits.
- Other duties as assigned by management.
- Compliance with all program and grant requirements.



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Qualifications:

- Must have five (5) years experience as a practicing attorney, three (3) of which must be in public interest including working with county indigent programs, administrative law and/or litigation experience. Experience in public health issues not required, but desirable.
- Must be able to identify and communicate with the CCHEA management team, on a regular basis, policy trends and opportunities for policy advocacy based case review and direct advocacy.
- Must lead the development and implementation of new strategies for resolution of systemic problems which adversely affect our client communities.
- Must have demonstrated capabilities in using basic tools of the litigating attorney: writs, appeals, discovery, remedies, and all phases of motion practice and/or administrative law and writ practice as well as trial experience.
- Must have demonstrated knowledge, skills and experience in the proposed area of practice with the ability to develop procedural and substantive strategies to effectively represent clients and undertake resolution of structural inequities affecting our client population.
- Must have demonstrated capacity to train and mentor lesser experienced attorneys.
- Must be a member of the California.
- Demonstrated experience in working with and representing our client communities.
- Demonstrated skills in managing others in a regulated climate and ensuring personal and team compliance with such regulations.
- Excellent Word, Excel, Outlook, and PowerPoint skills.
- Excellent interpersonal skills and demonstrated ability to work with the public and with volunteers.
- High level of attention to detail required.
- Skill in working independently and following through on assignments with accuracy and minimal direction.
- Ability to work occasional evenings and weekends as required by events and deadlines.
- Education and/or experience that demonstrates an understanding of the needs of low-income persons, immigrants and/or other under-served, under-represented populations.

Desired Knowledge, Skills and Abilities

- Fluency in written and spoken Spanish preferred

Salary and Benefits: The Senior Attorney position is a salaried position with an annual salary of \$83,000 per year. LASSD offers a generous benefits package, a 35-hour workweek, paid vacation leave and sick leave and 100% employer-paid medical premium, 50% employer-paid premium for dependents under LASSD health plan, as well as, dental, vision and life benefits. Staff also have the option to participate in a 403(b) retirement plan and dependent and health flex savings accounts (FSA). LASSD has its own loan repayment program, as well as, LASSD is an eligible nonprofit employer for the Public Service Loan Forgiveness (PSLF) Program. In addition, there is a bilingual pay increase of 2% for passing an oral test and 2% for passing a written test for threshold languages other than English.

LASSD is an equal opportunity employer, we hire without regard to race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, domestic violence victim status, political affiliation, and any other status protected by state or federal law.

To Apply: Please email a cover letter and resume to jobs@lassd.org with the position title in the subject header. Applications will be accepted until the position is filled.

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