



JOB DESCRIPTION

Job Title: CCHEA Staff Attorney

Position Summary

Demonstrated capacity to supervise and review cases generated through a legal advice hotline staffed by non-attorney advocates. Demonstrated capacity to maintain a large caseload which may include: Interviewing prospective clients; analyzing their legal problems; rendering legal advice; negotiation with opposing parties and agencies; preparing and submitting documents for clients; representing clients in various phases of litigation; attending community meetings; developing positive relationships with client communities; developing complex litigation; finding solutions to broader client problems through litigation; policy development or other strategies.

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:

- Interviewing prospective clients; rendering legal advice; preparation of legal documents; developing a caseload.
- Supervising and reviewing cases generated through a legal advice hotline staffed by non-attorney advocates.
- Support to non-attorney advocates through training, case review and review of written materials related to client advice and case management.
- Representing clients in all phases of administrative hearings or court litigation, including research, drafting pleadings and briefs, discovery, trial and appeal.
- Attending community meetings.
- Developing positive relationships with the client community.
- Maintain caseload of complex cases.
- Assisting in the training and supervision of paralegals, law students and volunteers as appropriate.
- Developing creative methods, litigious and non-litigious for dealing with recurring client problems.

Qualifications:

- Admitted and in Good Standing with the California State Bar
- J.D. degree from an ABA accredited law school
- Demonstrated written and verbal communication skills
- Ability to work independently as well as support team efforts, and to strategize and plan so as to timely and consistently meet grant deliverables and reporting requirements
- Must have reliable transportation

Desired Knowledge, Skills and Abilities:

- Fluency in written and spoken Spanish preferred
- Member of the Federal Bar
- Demonstrated commitment to serving low-income people
- Ability to work successfully with people from diverse backgrounds



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Salary and Benefits: The Staff Attorney position is a salaried position with an annual salary of \$68,000 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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