



BARGAINING UNIT POSITION DESCRIPTION STAFF ATTORNEY

Purpose of Job: To provide uniform, high quality advocacy for low-income clients in all forums, including the courts, administrative agencies, and community outreach initiatives.

Work Environment: Work performed in the office setting, in the courts, in administrative agencies and in the community.

Reports to Advocacy Director or other designated manager.

Essential Job Functions:

1. Provide legal representation through the policies and practices consistent with professional standards for the delivery of civil legal services to the poor and consistent with any requirement of Legal Services Corporation and all other funding sources or program policies.
2. Maintain accurate and complete files or records. Prepare reports and timely complete forms and records necessary for client services or administrative tasks related to job.
3. Interact with clients and staff and service providers professionally and appropriately. Establish and maintain rapport with clients to obtain accurate information and to establish trust. Work with other staff on client services or other program tasks in a collegial and cooperative nature. Develop and nurture good relations with service providers who make referrals or otherwise coordinate with the program.
4. Work with supervisor to develop plan for advocacy work within program priorities and funding to define balance between impact work and service work, as well as community education and other outreach.
5. Work with supervisor to identify individual training needs and develop strategies with case supervisor to address those needs.
6. Attend and actively participate in planning meetings, trainings and task forces, as well as office meetings.
7. Occasional night and weekend work hours; some local and out of town travel.

Qualifications:

1. Must have demonstrable commitment to understanding and addressing issues of low-income constituents.
2. Must have J.D. and be admitted to practice in Kentucky and in good standing or must be eligible for admission to the Kentucky Bar under Kentucky Supreme Court Rule 2.112 if admitted to practice in another state.
3. Must have skills to use office technologies, including case management software.
4. Must be able to balance administrative and client advocacy responsibilities.
Must be able to operate a motor vehicle, hold a valid driver's license, and be able to be insured under the Legal Aid Society auto insurance policy

Physical Requirements:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, controls or equipment; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Other:

The statements contained in this job description reflect general details necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload.

Interested applicants should send a cover letter, resume, and three references to Meagen Peden Agnew at the Legal Aid Society (416 W. Muhammad Ali Blvd., Suite 300, Louisville, KY 40202) or to magnew@laslou.org.

Legal Aid Society is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or veteran status.