



Staff Attorney – Lawyer in the School Project – Las Vegas/Southern NV

Nevada Legal Services (NLS) strengthens communities across Nevada by ensuring fairness and providing equal access to justice. We are a non-profit legal aid organization providing free legal services to low income people in every county in Nevada. Our primary source of funding is through a grant from the federal Legal Services Corporation and this position works under a grant we received from the Pro Bono Innovation Fund.

The Lawyer in the School staff attorney will provide services to parents of children at the Myrtle Tate Elementary School in Las Vegas. The attorney will work on site at the school 2-3 days a week depending on space availability at the school. The other days the attorney will work in our Las Vegas office. The staff attorney will provide oversight to the programs of the lawyer in the school project, recruit new attorneys into the NLS pro bono program, engage with school staff and leadership, members of the bar, corporate counsel, firm leaders and judiciary about the project, mentor attorneys providing pro bono services to clients, develop training materials for attorneys, and reach out to clients about the program.

The salary for the position is \$70,000. We provide paid sick and vacation time, medical, dental, vision and life insurance.

Visit our website at www.nevadalegalservices.org and follow us on LinkedIn, Twitter, Instagram, Facebook and YouTube.

Requirements:

- Applicants should be licensed to practice in Nevada or in another state and eligible for admission pursuant to Supreme Court Rule 49.1. Recent graduates will be considered but continued employment will be contingent on passing the bar examination.
- J.D. from ABA accredited law school.
- Applicants must have an interest and passion for helping low-income Nevadans, seniors and veterans.
- Strong interpersonal skills, and an ability to work collaboratively with a diverse team.
- Ability to communicate in Spanish is a plus.
- Ability to work independently, handle changes or unexpected events, and establish cordial working relationships with courts and administrative personnel, coworkers, service providers, and clients.
- Ability and willingness to engage effectively with and recruit members of the bar into the provision of legal services for our clients, address the public about the program, engage the parents about our services, oversee all functions of the program.
- Excellent oral and written advocacy, analytical and organizational skills.
- Capability to work with low-income clients from diverse backgrounds, including clients with physical and mental disabilities and clients with limited English proficiency.
- Follow all requirements of the Nevada Legal Services Personnel and Case Management Manuals regarding timely completion of timesheets, mileage reimbursements, and other administratively

required documents as well as maintaining cases in accordance with our case handling standards.

- Work in a community setting at the Myrtle Tate Elementary School at least part time.

Application Instructions:

Applications will be reviewed on a rolling basis until the position is filled. Provide cover letter explaining interest, resume, and 3 references to careers@nevadalegalservices.org, or apply online at www.nevadalegalservice.org/employment, and reference “Staff Attorney – Lawyer in the School” in the subject line.

Nevada Legal Services (NLS) is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NLS actively promotes mutual respect, acceptance, teamwork and productivity. NLS is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application, interview process or for more information about the program may send a request to the email address provided. | Equal Opportunity Employer