

STAFF ATTORNEY

A staff attorney renders civil legal services to eligible persons and groups. A staff attorney addresses the legal needs of NLS' low income population by engaging in activities which may include but are not limited to:

- Advice and counsel
- Limited action
- Individual full representation
- Complex advocacy
- Policy advocacy
- Community education and outreach
- Social service provider education and outreach
- Pursuing options to increase funding to expand access to justice
- Expanding legal resources for clients and building capacity to respond to critical legal needs through work with the private bar, judiciary, other legal service providers, client groups and other interested partners

Job Duties:

NLS recognizes that a Staff Attorney will be assigned to cover a variety of areas of law depending on his/her location.

Legal Practice:

- Maintain current and active caseload commensurate with experience and area of practice.
- Conduct competent and effective practice of law in accordance with all applicable laws, including LSC statutes and regulations, NLS standards, policies and procedures, the Code of Professional Responsibility, applicable grant requirements, and all court policies, rules and procedures.
- Participate with other staff in conducting complex litigation and appeals when opportunities exist;
- Identify practices and/or laws that adversely affect the rights and diminish the benefits of the poor in Nevada and devise creative strategies for addressing these problems.
- Assist Directing and/or Senior Attorney(s) with the acquisition and distribution to NLS staff, knowledge in their primary area of practice. Delivery of such specialized knowledge could include preparation of intake scripts, brochures, handbooks, manuals, checklists, briefs, and other legal documents in the specialty area(s).
- Conduct home or hospital visits with clients when necessary.
- Practice areas and responsibilities will depend on the needs of the office and organization.

Staff Supervision:

- Assist Directing Attorney with the supervision of the day-to-day legal work of non-attorney staff and volunteers to ensure high quality and effective representation of clients in accordance with all applicable laws, including LSC statutes and regulations, NLS standards, policies and procedures, grant/funder requirements, and all court policies, rules and procedures.
- Assist Directing and Senior Attorneys as needed with review of closed cases for LSC, Code of Professional Responsibility, and Case Management Manual compliance.

Community Engagement & Outreach:

- Communicate with and establish on-going contacts and relationships with local government, community organizations and low-income groups as assigned by Directing Attorney.
- Conduct community outreach and education to client community in geographic area of responsibility as assigned by Directing Attorney.
- Encouraged to contribute to committees, task forces and bar association committees in consultation with Senior and/or Directing Attorney.

Administrative Compliance:

- Timely submit all reports and forms required by law, LSC regulations, and NLS policies and procedures.
- Process and close cases in manner necessary to ensure compliance with LSC regulations and NLS policies.
- Timely submit and respond to request for information required for grant reporting and billing.

Accept additional responsibilities as experience grows and opportunities present themselves. Willingness to expand responsibilities when Directing and/or Senior Attorney deems necessary.

Knowledge, Skills and Abilities:

- Demonstrate attitudes and behavior which reflect the mission of NLS to address critical legal needs through high quality legal advocacy, outreach and education, in the pursuit of fairness and justice.
- Demonstrate attitudes and behaviors such as:
 - ❖ Initiative, organization, cooperation, and creativity;
 - ❖ Sensitivity to resource limitations;
 - ❖ Ability to work with low-income and disadvantaged populations;
 - ❖ Maturity and ability to troubleshoot and resolve problems both independently and in collaboration.
 - ❖ Ability to interact and engage in collaboration with tact, diplomacy and integrity.
- Possess at least a basic understanding of the area of law which is the primary focus of his/her practice. In addition, all attorneys are expected to have or to obtain a basic understanding of all the areas of law in which the organization practices.

- Ability to effectively complete written communications including but not limited to negotiation letters, settlement agreements, motions, pleadings, and court briefs.
- Ability to plan and deliver effective oral communications including but not limited to negotiations, court presentations (arguments, direct examination, cross examination), formal and informal presentations.
- Understands demographics, politics and culture of geographic area to which he/she is responsible.
- Ability to recognize when assistance or guidance is needed and willingness to seek such guidance.
- Must be people-oriented and able to work well with others.
- Must be prompt and dependable.
- Strong computer skills and familiarity with basic computer programs (Excel, Outlook, Microsoft Word) preferred.
- Ability to travel to home visits and other community meetings may be necessary depending on duties and geographic assignment.

Mental Demands:

- Must be able to coordinate and organize a large volume and wide variety of different operations and tasks within time limitations.
- Requires concentration, alertness and attention to detail.
- Must be able to exercise discretion and independent judgment.
- Must be able to perform under stressful conditions while maintaining a professional demeanor.

Qualifications:

- Graduate of an ABA Accredited law school.
- Be a member of the State Bar of Nevada and in good standing, admitted to practice law in any jurisdiction, or admitted to practice law in the State of Nevada within a reasonable length of time after employment.
- Demonstrable commitment to or experience with low-income population or issues affecting low-income population preferred.
- Must pass criminal, sex offender, and child abuse and neglect background checks as required by applicable funding sources and/or where rationally related to job responsibilities.

Supervisors: Directing Attorney, Senior Attorney or Director of Litigation.