# **Legal Aid of Southeastern Pennsylvania**

# **Job Description**

# **Staff Attorney – Doylestown (Bucks County, PA)**

**(NEW04/05/2024)**

**SUMMARY**

Legal Aid of Southeastern PA (“LASP”) seeks an attorney to provide family law-related legal services in its Doylestown Office in Bucks County. LASP serves low-income individuals and families in Bucks, Chester, Delaware and Montgomery counties. This is a full-time position that will primarily focus on representing parents in Children and Youth cases involving dependency and termination of parental rights, protection from abuse petitions for victims of domestic violence and custody cases. Other cases in LASP’s core areas of practice including housing, public benefits, and criminal record clearing may also be assigned. Staff currently work on a hybrid basis. The successful candidate will be expected to perform in-office work as well as be able to work remotely.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

1. Interviewing clients, assisting in determining eligibility for services, and ascertaining and investigating facts;
2. Conducting legal research and interpreting statutes, case law, regulations, and other sources of law;
3. Providing advice and counsel to clients;
4. Preparing legal documents, including but not necessarily limited to: briefs, pleadings, motions, notices, correspondence, memoranda, discovery and documents responsive to discovery requests;
5. Developing strategy and arguments for presentation of cases and assisting in preparation of witnesses for hearings and trials;
6. Representing clients in trial and appellate courts and before quasi-judicial or administrative agencies;
7. Reviewing decisions and consulting with supervisor to determine merit of potential appeals;
8. Participating in external professional and community organizations relevant to casework;
9. Conducting outreach, clinics, community education, and workshops;
10. Becoming engaged in LASP team efforts to achieve office and program goals, including participation in program-wide affinity groups and task forces;
11. Developing knowledge of community referral resources and assessing community and client needs;
12. Enhancing skills and substantive knowledge through training, CLE, and other educational opportunities;
13. Abiding by all applicable professional standards of ethics and practice;
14. Completing administrative tasks including entering of notes and timekeeping in LASP case management software, and maintaining of physical files;
15. Ensuring that requirements of grants and contracts which may provide funding for the position are followed, and assist with grant reports;
16. Performing other duties and responsibilities as may be assigned.

**SUPERVISOR:**  Doylestown Managing Attorney

**QUALIFICATIONS**: License to practice law in Pennsylvania or admitted in another jurisdiction and eligible for admission to Pennsylvania. Demonstrated proficiency in word processing, Outlook products, case management software, and online legal research tools; Passionate commitment to public interest law and serving low-income individuals and vulnerable populations; Strong written and oral advocacy and organizational skills; The successful candidate must be willing to accept complex and challenging cases and develop creative strategies to assist clients. Spanish language fluency is desirable.

**COMPENSATION AND BENEFITS:** Base salary for a staff attorney starts at $56,750, but salary is commensurate with experience. Excellent benefits, including a 401K retirement plan with generous employer contributions, health insurance option in which 100% of premium costs are provided, ancillary benefits, and generous leave provisions, including paid holidays, floating holidays, personal leave, vacation, sick, and parental leave.

**EQUAL OPPORTUNITY EMPLOYER:** LASP is an equal opportunity employer and will not discriminate in the recruitment, selection, or advancement of employees on the basis of race, color, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information or on any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices at LASP, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. LASP makes hiring decisions based solely on qualifications, merit, and business needs at the time.

**TO APPLY:** Send resume and cover letter including the job title (Doylestown Staff Attorney) to Elise Wilson-Coles, Human Resources Manager, at Legal Aid of Southeastern Pennsylvania to Hiring@lasp.org. Position remains open until filled.