

## POSITION DESCRIPTION

**Job Title:** Family Law Attorney I  
**FLSA Classification:** Exempt  
**Reports To:** Managing Attorney and Executive Director  
**Supervises:** As Assigned  
**Working Relationships:** See Below

### I. DUTIES AND RESPONSIBILITIES:

#### A. Purposes of Position:

Under the general supervision of the family law Directing Attorney to practice law on behalf of clients.

#### B. Specific Duties and Responsibilities:

1. Under direct supervision, to participate in all aspects of litigation including, but not limited to, client interviews, investigation, preparation of legal documents, negotiation, pre-trial hearings and trials and post-judgment hearings at trial level in family law cases including Domestic Violence Restraining Orders, Paternity, Dissolution and requests in these cases regarding Child Custody and Visitation, Child Support, Spousal support as appropriate; to provide legal advice and aggressive representation of clients in accordance with Program priorities, to provide service work, develop and maintain relationship with the community served and the leaders of that community and to encourage community contact with other staff, to maintain client files in an orderly manner, to prepare and submit necessary reports to the Executive Office, or other duties as assigned or may be required by the Executive Director or designee.
2. To determine client eligibility according to federal regulations, to interview clients and assess the legal merits of the case and to make appropriate referrals to local private attorney involvement programs and/or directly to private attorney pro bono reimbursement project. To communicate as needed to do necessary follow-up on such referrals as directed by the office Managing Attorney.
3. Private Attorney Involvement activities as directed. Includes client intake, referral, advice, public relations, etc.
4. Other duties as assigned or as needed by the Executive Director or Designee.

C. Supervisors: Directing Attorney and Executive Director

D. Supervises: May include secretaries, Paralegals, law graduates or law clerks

E. Principal Working Relationships:

Managing Attorney  
Assigned Attorney  
Other Staff  
Clients  
Courts  
Advisory Council  
Public and Social Agencies  
Civic and citizens associations  
Representatives of client groups  
Other government and public officials

II. QUALIFICATION CRITERIA:

A. **Education:**

Degree from law school and active member of the California Bar in good standing.

B. **Work Experience:**

Ability to understand the objectives of poverty law  
Prior work experience, paid or volunteer, in legal service office serving low-income clients is considered and asset for employment.

C. **Language:**

English  
An ability to relate to the client community being served.

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EQUAL OPPORTUNITY EMPLOYER  
WOMEN, MINORITIES AND DISABLED ENCOURAGED TO APPLY