

## **Position Announcement**

<b>Job Title:</b>	Family Law Staff Attorney
<b>FLSA Classification:</b>	Exempt
<b>Reports To:</b>	Practice Group Director
<b>Supervises:</b>	Paralegals and Legal Secretaries as required

Inland Counties Legal Services is seeking Family Law Attorney to join our Family Law Team in Riverside. Inland Counties Legal Services, Inc. is a nonprofit organization providing legal services to low-income persons residing in Riverside and San Bernardino Counties. ICLS targets services to seniors and those in the greatest social or economic need. Legal services are provided by attorneys, or paralegals under the direct supervision of an attorney. Levels of service include advice and counsel, limited action (includes negotiations and preparation of legal documents), as well as direct representation before administrative law and civil courts. ICLS provides legal assistance in a variety of areas in law, the nine practice groups are: Outreach, Consumer, Housing, Family Law, Immigration, Systemic and Impact, Health Law and Public Benefits, Tax and Bankruptcy, and Education. Visit our website at [www.inlandlegal.org](http://www.inlandlegal.org) for more information.

### **Overview of Position**

The family law team is passionate about helping clients who are victims of domestic violence or human trafficking. Under the supervision of the Family Law Practice Group Director, the Staff Attorney will provide legal services to eligible clients for Family Law and Domestic Violence cases.

### **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

### **Desired Education, Skills, and Experience**

- Law degree and active member of the California Bar in good standing
- Ability to understand the objectives of poverty law
- Prior experience serving low-income clients preferred
- Strong written, verbal and interviewing skills
- Excellent Interpersonal Skills
- Ability to work and collaborate with a team
- Patient and flexible
- Calendaring experience preferred
- Litigation experience preferred
- Background in substantive legal areas impacting impoverished communities and experience working with low-income organizations and client groups preferred.

### **How to Apply**

Submit a resume and cover letter to [HRManager@icls.org](mailto:HRManager@icls.org).

Inland Counties Legal Services is an Equal Opportunity Employer.

We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All aspects of employment including decisions to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs.