

Position Announcement

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

Inland Counties Legal Services is seeking a passionate 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. ICLS provides legal assistance in a variety of areas in law, the eight practice groups are: Outreach, Consumer, Housing, Family Law, Immigration, Systemic/Impact, Health Law and Public Benefits. Visit our website at www.inlandlegal.org for more information.

Overview of Position

This opportunity is for someone passionate about assisting vulnerable populations and making an impact in their community while maintaining a good work/life balance. The family law team assists 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. Participate in all aspects of litigation including, but not limited to, client interviews, investigation, preparation of legal documents, negotiation, pre-trial hearings, trials and post-judgment hearings in family law cases including Domestic Violence Restraining Orders, Paternity, Dissolution and requests for orders regarding Child Custody and Visitation, Child Support, Spousal support as appropriate; Provide legal advice and aggressive representation of clients in accordance with Program priorities, develop and maintain relationship with the community and the leaders of that community; maintain client files in an orderly manner; 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 Managing Attorney.
3. Other duties as assigned or as needed by the Executive Director or Designee.

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.
- Staff Attorney I Position - Entry to mid-level attorney (1 to 5 years)
- Staff Attorney II Position- Qualified candidates for the staff attorney II position should have at least four years of experience in family law and be familiar with a broad range of family law issues. Supervisory experience desired for attorney II position, but not required.

Compensation: \$73,000 to \$90,000 DOE. Generous benefits package includes Medical, Dental, Vision, Life Insurance, and matching 401K retirement plan contribution. Fourteen (14) paid holidays, generous vacation and sick leave policy, a School Loan Reimbursement Assistance Program (LRAP), and a cell phone stipend. ICLS is offering a hybrid work schedule.

How to Apply:

Submit a resume and cover letter to 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.