

POSITION DESCRIPTION

Job Title: Housing Attorney
FLSA Classification: Exempt
Reports To: Managing Attorney and Executive Director
Supervises: As Assigned

Inland Counties Legal Services, Inc., is a non-profit 403(c) organization providing free legal services to low income persons in Riverside and San Bernardino Counties. This is an entry level position for a licensed California Attorney with 0-3 years' experience, although we accept applications from qualified attorneys. MWD/EOE

I. DUTIES AND RESPONSIBILITIES:

A. Purposes of Position:

We are seeking a Housing Attorney to join our dynamic Housing Law practice group, which focuses on the preservation of fair and affordable housing, and represents clients who are at risk of displacement - one of the most critical issues facing low-income families in Riverside and San Bernardino Counties. MWD/EOE

B. Specific Duties and Responsibilities:

1. Represent tenants in unlawful detainer (eviction) lawsuits
2. Represent tenants in litigation and administrative proceedings to improve living conditions
3. Participate in community outreach events and legal workshops/clinics
4. Provide legal advice and full scope representation in court to tenants facing eviction.
5. Conduct intake interviews with new clients
6. Provide in-office "backup" on a rotating basis, responding to client emergencies and agency inquiries
7. Ability to be flexible to adapt and act quickly when urgent matters as required

C. Supervisors: Housing Practice Group Director, Deputy Director of Litigation, and Executive Director

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

II. QUALIFICATION CRITERIA:

A. Education:

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

B. Work Experience/Skills:

Ability to understand the objectives of poverty law

Prior work experience, paid or volunteer, in legal service office serving low-income clients is considered an asset for employment.

Minimum of two to three years of relevant work experience in the legal field.

Knowledge of landlord tenant law

Strong written, verbal and interviewing skills

Patient and flexible

Previous calendaring experience

Motion and Litigation experience

C. Language:

English

Spanish is a desirable asset but not required

An ability to relate to the client community being served.

INLAND COUNTIES LEGAL SERVICES IS AN
EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES AND DISABLED ENCOURAGED TO APPLY