

POSITION DESCRIPTION

Job Title: Practice Group Director – Public Benefits
FLSA Classification: Exempt
Reports To: Deputy Director of Litigation
Supervises: Attorneys, Paralegals and Support Staff and as assigned

I. DUTIES AND RESPONSIBILITIES:

A. Purpose of Position:

Practice Group Directors supervise, evaluate and handle personnel-related matters for professional and support staff in designated units. They also manage and monitor unit and advocate progress on implementing the program's mission, priorities, principles of advocacy, and unit and individual work plans. Practice Group Directors maintain an active caseload and/or advocacy.

B. Specific Duties and Responsibilities:

1. Develop and supervise effective intake systems for ICLS Substantive Law Units assigned to the Deputy Director.
2. Ensuring proper supervision and evaluation of legal staff assigned to the Program Group Director.
3. Monitoring case work of advocates under the Practice Group Director supervision to ensure that staff are operating efficiently and producing quality legal work.
4. Monitoring the balance of time spent by advocates on cases involving direct services to individual clients and to cases involving law reform, policy advocacy, or other legal work benefiting the larger population of low-income clients.
5. Participating in management and administrative decision-making at ICLS involving personnel issues and program policy and helping to implement such decisions.
6. Providing supervision and evaluation of support staff assigned to the unit, in coordination with the office manager.
7. Supervision and enforcement of ICLS policies and procedures
8. Other management or administrative duties which may be assigned.
9. Conveying staff concerns about relevant office issues to ICLS management.
10. Private Attorney Involvement activities as directed, including client intake, referral, advice, public relations, etc.

C. Supervisor: Deputy Director of Litigation

D. Supervisees: Staff assigned to office

II. QUALIFICATIONS CRITERIA:

A. Education: Degree from a law school and an active member of the California Bar.

- B. Work Experience:
1. Minimum of three years practice of law;
 2. Prior experience in representing low-income, minority and senior citizen clients in a legal services program is highly desirable.
 3. Substantial experience in high volume client interviewing, civil poverty law legal research, negotiation, motion practice and trial work;
 4. Prior management experience in a supervisory capacity is desirable.
- C. Other Skills: must possess management skills; these include the ability to effectively supervise and work with people; the ability to work well under pressure; the ability to manage the daily operations of a legal services branch office. Must possess excellent organizational, time and stress management skills. Must have a California Driver License and be able to drive a vehicle to go to court and/or have the ability to get to court.
- D. Language: An ability to relate to the client community being served. Spanish speaking is an asset, but is not required.
- E. Must be able to travel to conferences and trainings as required by the program and/or funders.

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Women, Minorities and Handicapped Persons Encouraged to Apply