



INLAND COUNTIES LEGAL SERVICES

Position Announcement

Job Title: Staff Attorney—Small Business Legal Clinic

FLSA Classification: Exempt

Reports To: Deputy Director of Community Engagement and Executive Director

Supervises: As Assigned

Inland Counties Legal Services is seeking a Staff Attorney to join our Community Engagement Team, to head up ICLS's Small Business Legal Clinic. Inland Counties Legal Services, Inc. is a nonprofit organization providing legal services to persons with limited incomes residing in Riverside and San Bernardino Counties. ICLS targets services to seniors and those in the greatest social and 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 eight practice groups: Outreach, Consumer, Housing, Family Law, Immigration, Systemic and Impact, Health Law, and Public Benefits. In addition, ICLS operates a Pro Bono Program, which offers a number of clinics and other opportunities to engage with volunteers to serve its client population. Visit our website at www.inlandlegal.org for more information.

Overview of Position

Under the direct supervision of the Deputy Director of Community Engagement, the Staff Attorney will oversee ICLS's Small Business Legal Clinic, which is part of the Pro Bono Program. With the help of volunteer business attorneys, the Clinic provides business transactional legal services to low-income small and emerging businesses. Clinic services are generally limited to legal advice and document review, with the occasional extended pro bono assistance. The Staff Attorney will play a critical role in organizing, publicizing, and supervising the clinic. In addition, the Staff Attorney will assist small business owners who need legal services beyond the initial clinic meeting, either in partnership with a pro bono attorney or solo.

Specific Duties and Responsibilities

- Develop broad legal expertise in the most common areas of need for small business owners and entrepreneurs
- Organize and supervise monthly Small Business Legal Clinic
- Recruit and coordinate volunteer attorneys for the Clinic
- Conduct initial intake interviews with Clinic registrants, as needed
- Review client cases to ensure the services provided by volunteers meet ICLS requirements
- Provide follow-up transactional legal assistance to Clinic attendees on a case-by-case basis
- Coordinate with volunteer attorneys to place cases for pro bono assistance where appropriate
- Network with other entities and individuals that aid small business owners and entrepreneurs, to increase the reach of ICLS and to provide holistic services to clients
- Work with Communications Manager to advertise Small Business Legal Clinic



INLAND COUNTIES LEGAL SERVICES

- Work effectively as part of a team that includes attorneys, support staff, volunteers, and students
- Regularly participate in clinics/workshops and community outreach projects.

Desired Education and Experience

- Degree from law school and active member of the California Bar in good standing.
- Mid-level attorney (3-6 years of experience) who is highly motivated and passionate about public service work. Entry level attorneys that can demonstrate applicable coursework or other experience will be considered.
- Ability to understand the objectives of poverty law
- Prior work experience, paid or volunteer, in legal services office serving low-income clients is considered and asset for employment.
- Self-motivated, takes initiative, ability to learn quickly
- A desire and ability to network with the legal and business community
- Background in one or more substantive legal areas common to small business operations is strongly preferred (e.g. business formation, document drafting (contracts, bylaws, operating agreements, etc.), financing for businesses, licensing and regulatory compliance, or employment law)
- Language: ability to read, write, and communicate in English with Spanish being a plus

Compensation and Benefits

\$71,000 to \$80,000 per year 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.

How to Apply

Submit a resume and cover letter to HRManager@icls.org

Inland Counties Legal Services Is an Equal
Opportunity Employer
Women, Minorities, and Persons with
Disabilities are Encouraged to Apply