

POSITION DESCRIPTION

Job Title: Systemic/Impact Staff Attorney
FLSA Classification: Exempt
Reports To: Practice Group Director, Deputy Director of Litigation and Executive Director
Supervises: As Assigned

Inland Counties Legal Services, Inc., is a non-profit 501(c)3 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:

The Systemic/Impact team has an opportunity for an attorney who has a strong commitment to social justice and a passion for serving the low-income community and marginalized populations. The Systemic/Impact team litigates complex cases that have a broad impact on the Inland Empire Community and addresses unlawful policies, procedures, and practices that prevent the indigent population from obtaining access to justice.

B. Specific Duties and Responsibilities:

1. Identify and investigate potential impact cases
2. Prepare Public Records Requests
3. Collaborate with co-counsel on impact cases
4. Actively participate in Community Outreaches and Community Presentations
5. Draft legal briefs, memorandums and other legal pleadings as required for effective representation
6. Develop and maintain relationships with community-based organizations, partners and other ICLS practice groups
7. Work collaboratively with team members to litigate cases
8. Represent individual clients at administrative hearings, court hearings and mediations

C. Supervisors: 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 and related 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.
- Entry level attorney (0-5 years' experience) who is highly motivated and passionate about public service work, with sensitivity to those in crisis.
- Excellent writing, speaking and organizational skills and the ability to communicate effectively with clients, healthcare providers, community organizations, attorneys, the judiciary and the public.
- Background in substantive legal areas impacting impoverished communities and experience working with low-income organizations and client groups preferred.
- Detail oriented
- Willingness and ability to travel

C. Language:

English

Spanish speaking 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 ARE ENCOURAGED TO APPLY