



Free Civil Legal Aid

**TACOMAPROBONO**

[www.tacomaprobono.org](http://www.tacomaprobono.org)

## **POSITION ANNOUNCEMENT**

**Job Title: Staff Attorney – Family Law**

**Salary: Full time temporary, \$52,000 annually (grant funded and non-negotiable)**

**Benefits: Available medical/dental insurance; vacation, sick leave, and paid holidays**

**Application Deadline: Rolling deadline**

**Start Date: Preferred by July 31, 2020; position open until filled**

### Program Role

The mission of Tacomaprobono Community Lawyers is to ensure meaningful access to justice for low-income individuals who have civil legal needs in Pierce County, Washington, through representation, advice, self-help materials, and paralegal support.

### Nature of Work

The Staff Attorney will provide civil legal assistance to victims and survivors of domestic violence, sexual assault, stalking, harassment and other crimes. Services will include advice and counsel, limited representation, brief services and extended representation/litigation. The Staff Attorney will work with Tacomaprobono's VOCA attorney and paralegal to assist clients with protection orders, temporary orders, parenting plans, dissolution filings, and other family law proceedings. This Staff Attorney position will work cooperatively with all Tacomaprobono staff and community partners to provide legal services to victims who have been affected by the COVID-19 emergency and have significant barriers accessing legal assistance due to limited English proficiency (LEP), immigration status, rural isolation, and other factors that make them particularly vulnerable.

### Essential Family Law Staff Attorney Functions

- Provide legal assistance to clients in urgent situations to ensure the safety of the survivor and their family.
- Provide limited representation, brief services and extended representation to clients impacted by domestic violence who have been affected by the COVID-19 emergency, in collaboration with Tacomaprobono staff.
- Collaborate with Tacomaprobono staff and community partners to provide timely, efficient, effective services.

- Work with externs and volunteer attorneys as needed.
- Participate in general program community activities and CLE trainings.

### Physical Requirements

The required physical demands described herein are representative of those that must be met by an employee to successfully perform these essential functions: Ability to sit and/or stand for extended periods of time; interact with computer screens and manipulate essential computer components (i.e. mouse and keyboard). Ability to move around the office, including the abilities to bend/stoop, push/pull, and perform unassisted lifting consistent with the job duties as described.

### Experience and Qualifications

- Licensed to practice law in Washington.
- Family law, courtroom, and trial experience preferred.
- Experience working with survivors of domestic violence, sexual assault and other crime victims; ability to work with clients experiencing severe trauma.
- Cultural competency; especially with crime victims, survivors of domestic violence, seniors, people with limited English proficiency and clients with physical or mental disabilities.
- Practice working directly with low-income clients and individuals from diverse ethnic, cultural, and socio-economic backgrounds.
- Exposure to and comfort working with interpreters.
- Demonstrated ability to work both independently and collaboratively with others.
- Established commitment to providing civil legal services to low-income clients.
- Proficiency with Microsoft Office and LegalServer or other case management software.

### To Apply

To be considered for this position, please submit a letter of interest, resume, and 3 professional references to Laurie Davenport, Program Director, at [vl@tacomaprobono.org](mailto:vl@tacomaprobono.org).

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