



POSITION ANNOUNCEMENT

Job Title: Staff Attorney – Family Law
Date: January 24, 2018
Deadline: February 15, 2018
Open until filled
Salary: Full-time, \$50,000/year
(grant funded and non-negotiable)
Benefits: Medical/dental insurance; vacation,
sick leave, paid holidays, flexible schedule

PROGRAM ROLE

The mission of the Tacoma-Pierce County Bar Association Volunteer Legal Services Program (VLS) is to ensure meaningful access to justice for low-income individuals by providing clients with volunteer attorney advice, representation, self-help materials, and paralegal support.

NATURE OF WORK

This position will (1) provide legal assistance to clients eligible for services in Pierce County under the ***South Sound Immigrant Survivor Project (SSISP)***; will (2) develop and supervise a newly funded ***Client Follow-Up Program*** to provide improved access to resources and follow-up assistance for pro se clients.

- (1) Under the SSISP, the Staff Attorney will partner with Northwest Immigrant Rights Project and Tacoma Community House to provide a variety of legal services to eligible clients. SSISP seeks to provide legal services primarily to victims of domestic violence, sexual assault and stalking who have significant barriers to accessing legal assistance due to limited English proficiency (LEP), immigration status and other factors which make them particularly vulnerable.
- (2) The Client Follow-Up Program will involve training of student interns in completing family law forms, including child support worksheets, and avoiding the unauthorized practice of law. The Staff Attorney will meet with pro se clients screened for the program, review paperwork and provide supervision to volunteers and interns.

ESSENTIAL FUNCTIONS

- **Provide legal assistance**, including advice and counsel, limited representation, brief services at clinics and appointments, and extended representation in court to eligible clients referred through the South Sound Immigrant Survivor Project.
- **Supervise paralegal student and volunteer legal assistants** to ensure that effective and competent assistance is provided for pro se client follow-up appointments and drafting of pleadings. Review all non-attorney volunteer work product; review legal documents and forms for completeness and conformance to specific requirements set forth in Washington State and Pierce County Local Rules.
- **Cultivate and maintain relationships** with professionals, community groups, partner agencies, local courts, law firms, and pro bono attorneys to benefit the work of the Volunteer Legal Services Program.
- **Participate** in Pro Se Family Law Clinics to provide client advice and review pleadings with clients as needed.
- **Mentor and assist** pro bono attorneys and coordinate appropriate support.
- Coordinate with VLS Program staff and attorneys to achieve the best possible referral placements and case outcomes for clients who enter the program through the SSISP or Client Follow-Up Program.
- Assist Director with **grant writing and reporting** as necessary.
- Assist in the development, organization, and presentation of **CLE events** as necessary.
- Performance of **other job-related duties** as assigned.

PHYSICAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the 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). Mobility around the office, and abilities to bend/stoop, push/pull, and perform unassisted lifting consistent with the job duties are required.

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.

- Experience/cultural competency working with low-income individuals from diverse ethnic, cultural, and socio-economic backgrounds, including victims of crime, LGBTQ clients, seniors, people with limited English proficiency, and clients with physical or mental disabilities.
- Spanish-speaking desired; exposure to and comfort working with interpreters essential for non-Spanish-speaking candidates.
- 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 familiarity with LegalServer or other case management software.

TO APPLY

To be considered for this position, please submit BY E-MAIL ONLY a letter of interest, resume, and 3 professional references to Laurie Davenport, Program Director, at vl@tacomaprobono.org.

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