

Volunteer Legal Services (VLS) is a program of the King County Bar Association's (KCBA) Pro Bono Department. KCBA is a membership association whose mission includes mobilizing attorneys to provide pro bono services to low income residents in King County. Legal areas within VLS include: Chapter 7 bankruptcy, vacating criminal records, obtaining Orders of Limited Dissemination, Post-tenancy debt relief, Social Security overpayments, simple estate planning, and general debt defense. VLS' focus is to assist in removing barriers that keep individuals in poverty.

TO APPLY

Submit a cover letter and resume via email by March 5, 2018 to:

King County Bar Association
ATTN: Human Resources
1200 Fifth Avenue, Suite 700
Seattle, WA 98101
Email: hr@kcba.org

SPECIFIC RESPONSIBILITIES:

Reports to: Pro Bono Services Director

General Information: The VLS Records Project Staff attorney provides training, supervision and mentoring to volunteer attorneys representing low income individuals in vacating criminal convictions and in obtaining Orders of Limited Dissemination in eviction matters. The attorney may provide legal advice and limited representation as well as assist with various program and volunteer development duties.

Advocacy:

- Provide limited legal advice and representation to individuals referred to the Records Project;
- Recruit, train and support volunteer attorneys as needed to include: conducting legal research and writing briefs, pleadings, and other legal documents as necessary;
- Oversee and maintain quality of client advocacy by volunteers;
- Review cases for legal merit before placement with volunteer attorneys;
- Stay apprised of legislative and regulatory changes and update volunteers and program material in accordance with new laws;
- Community outreach and education on Records Project.

Administrative & Supervisory:

- Review and oversee data input in Legal Server data management system;
- Prepare reports, articles, and communications both for internal and community distribution;
- Develop, design and implement volunteer training and materials;
- Obtain feedback from volunteers and clients on outcomes, satisfaction with services, and quality control;
- Mentor volunteer attorneys;
- Provide support and back-up to VLS program;
- Assist VLS support staff with case referral management; and
- Manage data and provide reports for grant applications and compliance.

Outreach and Collaboration:

- Collaborate with other KCBA Departments and Pro Bono Programs, including the VLS team and HJP team;
- Update community resources and pro se materials;
- Foster new partnerships with community agencies;
- Develop outreach materials regarding credit reports, criminal records, and eviction records for community partners and outside agencies;
- Perform other duties as may be assigned.

QUALIFICATIONS:

- Licensed to practice law in Washington state;
- A minimum of 2-years' experience in landlord-tenant and/or criminal law including courtroom and trial experience (Rule 9 experience will suffice)
- Excellent organizational and communication (oral and written) skills;
- Ability to track and meet competing deadlines;
- Demonstrated ability to train, supervise, and mentor volunteer attorneys and maintain quality program control;
- Experience working with low-income, vulnerable people, and working with people from diverse ethnic, cultural and socio-economic backgrounds;

- Proficiency working with individuals with limited English; and with individuals with physical and/or mental disabilities;
 - Ability to analyze information quickly and work well in a fast-paced environment;
 - Creative problem-solving and mediation skills;
 - Proficiency with technology including MS Word, case management systems, Excel, and Outlook.
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SCHEDULE, TRAVEL, & SALARY:

This is an exempt full-time position requiring some local travel within King County to the Kent and Seattle courthouses as well as to meetings and various outreach activities. Salary range: \$53,000-\$55,000 yearly DOE with excellent benefits including 100% employer-paid healthcare coverage; public transit subsidy, and 401K plan with automatic employer contributions after one year's service.

ABOUT THE KING COUNTY BAR ASSOCIATION:

Founded in 1886, KCBA is a membership legal organization with over 5,500 attorney members, 38 staff and an annual budget of \$4,000,000. The Association promotes and supports a diverse and collegial membership; works with the judiciary to achieve excellence, equity, and accessibility in the administration of justice; and benefits the community through public service and engagement in public policy. Learn more at www.kcba.org.

KCBA is an equal opportunity employer and does not discriminate on the basis of race, or, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or presence of a disability.

To Apply: Please electronically submit a cover letter addressing your qualifications for this position, a resume, and three references by 5:00pm Monday March 5, 2018 to: hr@kcba.org.