

Transitions of PA Job Description

Position: CLR Attorney
Supervisor: Chief Operations Officer
Classification: Exempt

Summary

The Civil Legal Representation (CLR) Attorney provides civil legal assistance and representation to victims of domestic violence, sexual assault, child abuse, elder abuse, stalking, and teen dating violence in Union, Snyder, and Northumberland Counties. Cases may include but are not limited to, Protection Orders, child custody, divorce, child support, spousal support, unemployment compensation, immigration, property, public housing, consumer issues, and Title IX grievances. Reasonable accommodation may be made for applicants with disabilities to perform the essential functions of the position.

This is a full-time position, and days of work are Monday through Friday. Occasional evening and weekend work may be required as job duties demand. Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be required. This position operates in a professional office environment. The attorney role routinely uses standard office equipment, including computers, phones, photocopiers, filing cabinets, and fax machines. The CLR Attorney is a mandated reporter of suspected child abuse as defined by PA Child Protective Services Law.

Responsibilities

1. Review referrals and select cases.
2. Interview, meet with, advise, and represent eligible clients on civil matters.
3. Develop and maintain specialized knowledge of the legal needs of victims, particularly in rural areas.
4. Provide services ranging from brief counsel and advice to more extended representation on core civil legal issues affecting victims of domestic violence, sexual assault, child abuse, elder abuse, stalking, and teen dating violence.
5. Draft correspondence, pleadings, and other documents.
6. Legal research and memoranda preparation.
7. Work with Legal Assistant/Paralegal to recruit, train, and support pro bono attorneys when appropriate or necessary.
8. Participate in the PCADV's statewide initiatives and impact work and implementing grant and contract requirements through casework.
9. Maintain confidential records.
10. Prepare and present training to local attorneys, the Central Susquehanna Valley Mediation Center and other professionals who work with victims of domestic violence, sexual assault, child abuse, elder abuse, stalking, and teen dating violence on civil legal justice to effectuate systemic change in response to victims.
11. Supervise a Legal Assistant/Paralegal.

Other Duties

Note that this job description is not a comprehensive list of activities, duties, or responsibilities required of the employee for the position. Duties, responsibilities, and activities may change at any time with or without notice.

Qualifications

1. Graduation from an accredited law school.
2. Current license to practice law in the state of Pennsylvania.
3. Experience supervising others.
4. Prior legal services experience preferred, particularly experience working with victims of domestic violence, sexual assault, child abuse, elder abuse, stalking, and teen dating violence.
5. A willingness and desire to assume a varied caseload.
6. An understanding of the civil legal needs of low-income people, including the unique needs of populations that experience particular barriers to access to justice systems.
7. Ability effectively to communicate, to motivate others, and to collaborate with diverse groups of people with varying perspectives, and experience and expertise.
8. Ability and willingness to learn and integrate new technologies and methodologies efficiently to perform responsibilities.
9. A willingness, ability, and desire to establish and maintain effective relationships with clients, the public, judges, court personnel, and the bar.
10. Excellent written and verbal communication skills and attention to detail.
11. Ability to work independently in a deadline-oriented environment.
12. Strong commitment to ensuring equal access to justice.
13. Proficient at the use of technology, including, but not limited to, word processing, spreadsheets, internet-based programs, and computer-based legal research.
14. Must possess excellent communication skills.
15. Upon hire, must complete 80-hour Transitions Domestic Violence/Sexual Assault Counselor Training
16. Must have a valid driver’s license, reliable vehicle, and adequate motor vehicle insurance
17. Must have Act 34, Act 114, and Act 151 clearances

Staff Signature

Date

Supervisor Signature

Date

THIS IS NOT AN EMPLOYMENT CONTRACT. MANAGEMENT HAS THE RIGHT TO CHANGE DUTIES, RESPONSIBILITIES, AND WORK SCHEDULES AS NEEDED.