



LSNWJ Staff Attorney (Temporary Position)

Legal Services of Northwest Jersey seeks attorneys to fill temporary positions at LSNWJ. LSNWJ provides free legal assistance in civil matters affecting essential needs for people of limited means and vulnerable seniors residing in northwestern NJ. This is an opportunity to work in a community of legal services attorneys and staff dedicated to equal justice. EOE.

Duties & Responsibilities include but are not limited to:

- Provides legal assistance (advice, negotiation, litigation, administrative advocacy, appellate work) to clients and client groups pursuant to program priorities and policies.
 - Interview clients and ascertain substantive elements of the client's problem and develop a case strategy for obtaining the client's goals.
 - Communicate effectively with clients and others.
 - Conduct factual investigation, discovery and legal research.
 - Prepare legal pleadings and other documents.
 - Conduct negotiations and appear on behalf of clients at court and administrative hearings.

Competencies:

- Experience in one or more of the substantive areas of law practiced at LSNWJ (family, housing-tenancy, consumer, public entitlements, life-planning documents).
- Good analytical, oral communication and writing skills, capabilities of technology and ability to handle varied legal matters.
- Knowledge of and strict adherence to the Rules of Professional Conduct and regulations, ethics, policies and procedures that apply to legal services programs.
- Is trustworthy and reliable, maintains confidentiality, is respectful of our client community and has the ability to maintain a good working relationship with all staff and work in team environment.
- Valid driver's license and use of a personal vehicle for work-related travel or other means of fulfilling responsibility for work-related travel.

Requirements:

- J.D. from accredited law school.
- Licensed attorney of the State of New Jersey.

How To Apply:

The positions may be full or part-time and are expected to last six (6) months with the possibility of an extension. EOE. Email resume, references, and cover letter to: dsmith@lsnj.org. Include in your cover letter the LSNWJ location(s) at which you are able to work and detail how you believe you meet the needs of the position of a Temporary Staff Attorney at LSNWJ. We invite candidates to include, as well, a statement of how your background and experiences might contribute to the diversity and cultural vitality of LSNWJ.