


LEGAL SERVICES OF  NORTHERN CALIFORNIA

REDWOOD REGIONAL OFFICE

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## **JOB ANNOUNCEMENT**

(Please Post)

Legal Graduate Assistant/Staff Attorney Step 1-6  
**Homeless Prevention and Rapid Rehousing Program**  
(Contract Position)

**Full Time position in Eureka, CA**

**POSITION:** Legal Graduate Assistant/Staff Attorney, Step 1-6  
(Six Month contract)

**TO APPLY:** Send resume, writing sample, and three references with telephone numbers to:

Jacob J. Smith, Managing Attorney  
Legal Services of Northern California  
123 Third Street  
Eureka, CA 95502

### **APPLICATION**

**DEADLINE:** Continuous Until Filled

**STARTING DATE:** October 1, 2011

### **PROGRAM DESCRIPTION:**

Founded in 1956, Legal Services of Northern California (LSNC) provides high-quality civil legal assistance to the poor, elderly, and people with disabilities in 23 northern California counties. The Homeless Prevention and Rapid Rehousing program ("HPRP") is funded through the American Recovery and Reinvestment Act of 2009. The program attorney will be assigned to this project which seeks to assist people facing eviction to maintain their housing or to transfer to another home while avoiding homelessness.

### **RESPONSIBILITIES:**

Under supervision of the Managing Attorney, will participate in all aspects of litigation including, but not limited to: client interviews, factual investigation, legal research, discovery, preparation of legal documents, negotiations, trials, and appellate work in both State and Federal Courts; appear at administrative hearings; provide legal advice to individual clients, and general legal information to eligible community groups as well as to the public in general,

which may involve travel to outlying counties. The Attorney will serve as the primary contact between LSNC Eureka office and the other providers participating in the HPRP program.

**QUALIFICATIONS CRITERIA:**

- a. Knowledge of the principles and procedures of litigation in State and Federal Courts, administrative agencies and hearing rights; substantive areas of law relevant to program/office case priorities; principles of community development and establishment of working relationships; the theories of changes in the law and how to implement strategies for developing changes; principles and procedures of legislative advocacy; the importance of written reports to management; computer research methods.
- b. Skills would include client interviewing, investigation, legal research, analytical reasoning ability, creativity, excellent English writing skills, negotiation, trial skills, appellate writing and oral argument, communication/listening skills, ability to work under stress and short time lines, ability to work with/for poor people, empathize with the client community, and the ability to do computer research.
- c. Language: An ability to relate to the client community being served; bilingual in English and another language spoken by client communities preferred, but not required.

**EDUCATION/EXPERIENCE:**

J.D. and a member of the California Bar or willing and qualified to take the next bar exam. This is an entry-level position- law graduate or attorney; three years experience working with low-income people preferred; experience with community outreach and organizing preferred; Spanish-speaking ability preferred, but not required.

**SALARY RANGE:** \$3,339-4,036 per month, DOE. This is a contract position with benefits.

**BENEFITS:** Legal Services of Northern California offers an excellent fringe benefit plan.

**PROBATIONARY PERIOD:** n/a for contract positions

**LSNC PROVIDES A BILINGUAL BONUS FOR EMPLOYEES WHO SPEAK A SECOND LANGUAGE, OTHER THAN ENGLISH, COMMONLY SPOKEN BY CLIENTS WHEN THE SECOND LANGUAGE IS USED ON THE JOB FOR WHICH THE PERSON IS EMPLOYED.**

**LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PEOPLE TO APPLY.**