



**JOB ANNOUNCEMENT**  
(Please Post)

**Staff Attorney (Contract)**  
Health Insurance Counseling and Advocacy Program (HICAP) - Sacramento

**POSITION:** Legal Graduate or Staff Attorney (1 - 4 years experience)

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

Mariko Nakabayashi  
Managing Attorney  
HICAP  
501 12<sup>th</sup> Street  
Sacramento, CA 95814

**APPLICATION**

**DEADLINE:** June 23, 2017

**START DATE:** July 1, 2017

**PROGRAM DESCRIPTION:**

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to the poor, seniors, and people with disabilities in 23 northern California counties.

**RESPONSIBILITIES:**

Under supervision of the managing attorney, provide technical assistance and supervision to non-attorney Medicare counseling volunteers. Participate in all aspects of administrative appeals and 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.

Executive Office:  
517 12th Street  
Sacramento, CA 95814  
P: 916.551.2150  
F: 916.551.2195  
[www.lsnc.net](http://www.lsnc.net)

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, including the law of public and private health insurance programs (Medicare and Medi-Cal); 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: 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 and desire to work with/for poor, older adults and people with disabilities, ability to empathize with client communities, and the ability to do online research.
- c. Language: An ability to relate to the client communities being served; bilingual in a language spoken by client communities preferred, but not required.

EDUCATION/EXPERIENCE:

J.D. and a member of the California Bar or willing and eligible to take the next California Bar Exam. This is an entry-level position – legal graduate or attorney with one (1) to four (4) years experience working with low-income people preferred; experience with community outreach and organizing preferred; Spanish-speaking ability preferred, but not required.

SALARY RANGE: \$3,500-4,167/month DOE.

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.**