



Managing Attorney

Solano County Office

Vallejo, California

Position: Managing Attorney for field office in Vallejo, California, responsible for providing legal services to the low income population in Solano County

To Apply: Send résumé, litigation writing sample, three (3) references with telephone numbers, and a cover letter describing your interest in the position and qualifications to:

Gary F. Smith, Executive Director
Legal Services of Northern California
517 12th Street
Sacramento, CA 95814
gsmith@lsnc.net

Program Description:

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to individuals with low incomes, older adults, and persons with disabilities in 23 northern California counties. Funded in part by the federal Legal Services Corporation, LSNC has eight field offices and a number of special projects, including a pension assistance project and a health insurance counseling and advocacy program for Medicare beneficiaries. The mission of LSNC is “to empower the poor to identify and defeat the causes and effects of poverty within their communities.”

Responsibilities:

Under the supervision of the Executive Director: (1) provide leadership for aggressive, innovative and effective advocacy for individuals with limited means in Solano County and older adults in both Solano and Napa counties, collaborating with other LSNC offices; (2) provide supervision and professional development support to staff attorneys and support staff (between five and ten staff members); (3) engage in high quality legal representation and community engagement on priority issues affecting individuals and communities with low incomes, older adults and other vulnerable populations; communicate and engage with client communities, local agencies, the judiciary, and the private bar; (4) in partnership with LSNC’s pro bono manager, organize and manage an effective private bar pro bono program and, (5) supervise the legal work of the advocacy staff, coordinate regular office case reviews, conduct staff meetings, participate in staff hiring, and ensure office morale.

Executive Office:
517 12th Street
Sacramento, CA 95814
P: 916.551.2150
F: 916.551.2195
www.lsnc.net

In coordination with other LSNC managers, provide staff training and supervision; ensure caseload control and compliance with applicable rules, regulations and funding guidelines for legal services work. Participate with other LSNC managers in the management of the overall program, including participation on management committees and task forces; completion of priority surveys and work plans; and resolution of staff, client and public grievances. Ensure the financial integrity of the office and develop, administer and report on grant proposals.

Qualifications:

At least four (4) years substantial legal representation experience; litigation experience or other advocacy skills and a desire to participate in all phases of litigation, including discovery, brief writing, editing and oral advocacy, and appellate practice. Prior experience in the representation of low-income or under-served communities strongly preferred. Knowledge of and experience with personnel management and budgeting, conflict resolution and legal case work supervision is desirable. Prior legal services management experience highly desirable.

J.D. and a member of the California Bar, or admitted to the Bar of another state and eligible for admission and willing to take first California Bar exam after hiring.

Closing Date: Open Until Filled

Starting Date: October 1, 2022 or a mutually agreeable date

Salary: Salary commensurate with experience. Generous benefits.

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.