



**JOB ANNOUNCEMENT**  
(Please Post)

**Staff Attorney (Contract)**  
Fair Housing Project - Sacramento

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

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

Amy Williams  
Deputy Director  
517 12<sup>th</sup> Street  
Sacramento, CA 95814

**APPLICATION**

**DEADLINE:** August 1, 2017

**START DATE:** As soon as possible.

**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, 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. Coordinate the Sacramento field office fair housing project, conducting outreach, specialized intake and working in collaboration with community based organizations and government agencies on housing matters involving housing discrimination under state and federal law.

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; 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. This is an entry-level position - 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: \$3,750-4,167/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.**