



Neighborhood Legal Services  
of Los Angeles County

**JOB ANNOUNCEMENT:**  
**Stabilizing Families Attorney - Self-Help Legal Access Center Attorney**  
January 2021

Join the Neighborhood Legal Services of Los Angeles County (NLSLA) and become part of an energetic team of advocates that provides a wide-range of legal services aimed to address issues that disproportionately impact the poor. These services include litigation, providing litigation, training, policy advocacy, technical assistance, and community education.

NLSLA is currently seeking an Attorney to work in the Antelope Valley Self-Help Legal Access Center and the Van Nuys Self-Help Legal Access Center. The attorney is responsible for working on the Stabilizing Families project and will be working with Probate litigants assisting them in preparing Guardianships, clearing notes, providing necessary notices and preparing for the Guardianship hearings. This project will be operated out of NLSLA self-help legal access center for Los Angeles County and will work with self-help staff and volunteers located at the Pomona, Antelope Valley, Chatsworth and Van Nuys courthouses. The Staff Attorney will also interview self-represented persons seeking assistance on probate and civil court law matters, including family and housing issues and provide educational materials and information in order to access the court system.

**Position:** Staff Attorney, Temporary

**Availability:** Availability is Immediate.

**Salary:** Starting at \$60,000 + commensurate with experience. Excellent benefits which include: choice of medical, dental, vision; life and disability insurance plans; 125 plan; loan reimbursement, bilingual pay supplement, sick and vacation pay, and 13 employer-paid holidays.

**Duties and Responsibilities:** Will work collaboratively with judiciary, court staff and CA Bar to improve pro per access to the court. Assist in conducting family, consumer, housing or other civil matter workshops for individuals and training volunteers.

**Qualifications:** Highly motivated Attorney passionate about public service work with a minimum of 2 years' experience in civil litigation, preferably in landlord/tenant, consumer or family law. Excellent writing, speaking and organizational skills and the ability to communicate effectively with clients, community organizations, attorneys, the judiciary and the public. Ability to work effectively with staff and volunteers. Shall enjoy working with the public and available to work from 8:30 a.m. to 4:30 p.m., Monday through Friday. Current membership in the California Bar and bilingual skills in the Spanish language required.

Neighborhood Legal Services of Los Angeles County | [www.nlsla.org](http://www.nlsla.org) | Toll-Free Telephone: (800) 433-6251

**GLENDALE OFFICE**  
Administrative Offices  
1104 E. Chevy Chase Dr.  
Glendale, CA 91205

**EL MONTE OFFICE**  
3629 Santa Anita Ave.  
#109  
El Monte, CA 91731

**PACOIMA OFFICE**  
13327 Van Nuys Blvd.  
Pacoima, CA 91331

**WELLNESS CENTER**  
Historic General Hospital  
1200 N. State St., #1008  
Los Angeles, CA 90033

**A PROJECT FUNDED BY**  
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LEGAL SERVICES CORPORATION

**About NLSLA:**

Founded in 1965 as part of our nation's War on Poverty, NLSLA is now one of the largest and most prominent public interest law firms in California. NLSLA provides free assistance to more than 150,000 low-income residents of Los Angeles County each year. Its operating budget for 2020 will reach \$22 million, with a staff of more than 160, including 80 attorneys.

NLSLA serves all of Los Angeles County with a special emphasis on the poverty communities of the San Fernando, San Gabriel, Pomona and Antelope Valleys, as well as the central county cities of Glendale, Burbank and Pasadena. NLSLA staff members are housed in four regional offices located in Pacoima, El Monte, Boyle Heights, and Glendale - where the program's administrative offices are also located. In addition, NLSLA advocates are co-located in courthouses in Van Nuys, Lancaster, Chatsworth, Pomona and Downtown LA; Hospitals and health centers in Sylmar, Van Nuys, North Hollywood and El Monte; and with social services providers in the Antelope Valley.

Advocates specialize in areas of the law that disproportionately impact the poor, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, as well as employment and training. NLSLA is particularly known for its innovative programs and collaborative models for delivering services across the County. Among those are the NLSLA Health Consumer Center (HCC) and Medical Legal Community Partnership projects ensuring that everyone receives the health care they need; Shriver Housing - LA providing right to counsel for evictions; Self-Help Legal Access Centers assisting the un-represented with domestic violence, family law and eviction cases in nine courthouses; Preventing and Ending Homelessness Project (PEHP) providing legal help to the homeless in Antelope, San Fernando and San Gabriel Valleys; and Disaster Legal Assistance providing support and help to low-income disaster survivors.

**To apply:**

Forward cover letter, resume, and writing sample to (no phone calls):

**Applicants should send a cover letter, resume, and writing sample to:**

Elizabeth Brown, Director of Human Resources  
Neighborhood Legal Services of Los Angeles County  
1102 E. Chevy Chase Drive  
Glendale, CA 91205  
Fax: (818) 291-1790 E-mail: [employment@nlsla.org](mailto:employment@nlsla.org)

**NLSLA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at NLSLA are based on organizational needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by federal and CA state laws. NLSLA will not tolerate discrimination or harassment based on any of these characteristics.**