



Neighborhood Legal Services
of Los Angeles County

**JOB ANNOUNCEMENT:
Legal Technology Attorney
October 2021**

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

Under the supervision of the Vice-President of Operations and Legal Technology, the Legal Technology Attorney will be principally responsible for implementing NLSLA's Online Triage Portal Project, a Legal Services Corporation Technology and Innovation Grant (TIG) that will increase low-income individuals' access to NLSLA's services by developing and implementing a web and text-based triage system. This work will involve creating and managing online triage questions outlines and walk-away documents, building those questions and documents into Legal Server, working with NLSLA substantive experts and NLSLA's Legal Server Consultant in project implementation, user testing of the portal, and coordinating other grant deliverables. This position will also assist with maintaining and optimizing NLSLA's case management system (CMS), monitoring the integrity of CMS data and creating data reports, user trainings, and assisting with other organizational legal technology needs. NLSLA utilizes Legal Server, a cloud-based CMS, to store information and documents relating to clients, staff, cases, and projects, including case outcomes and advocate time keeping.

Position: Legal Technology Attorney, Operations

Availability: Availability is Immediate.

Salary: Salary starts at \$68,000, commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; 125 plan; 403(b) with employer contribution, loan reimbursement, bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.

Duties and Responsibilities: Work with the VP of Operations and Legal Technology, NLSLA substantive experts and NLSLA's Legal Server Consultant to implement the TIG Online Triage Portal Project. Coordinate build-out and testing of the online triage portal. Work with outside contractors such as project evaluators and translation services to meet grant deliverables. Assist with grant reporting. Provide technical support, configuration, training and assistance to internal Legal Server users. Develop, prepare and submit grant reports and fulfill data requests from leadership team members and staff as needed. Research and implement new legal technologies to improve organizational efficiency and streamline business processes.

Neighborhood Legal Services of Los Angeles County | 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
 America's Partner
for Equal Justice
LEGAL SERVICES CORPORATION

Qualifications:

J.D. required. Experience with legal case management systems or similar preferred. Experience with Legal Server will be considered an advantage as will familiarity or experience with various legal technologies, particularly those related to document automation and online triage projects. Ability to work independently in a diverse workplace and within a dynamic environment. Computer proficiency in MS Office Suite, specifically Excel. Excellent oral and written communication skills. Prior experience in positions which demonstrated the ability to prioritize work, able to multi-task and handle multiple responsibilities. Strong attention to detail, accuracy and presentation. Excellent analytical and evaluative skills. Strong interpersonal skills, flexibility and the ability to work effectively in high pressure environment in a mission-driven organization. Ability to plan and execute training for users in all positions. Prior experience working with a legal services/aid organization, non-profit or government setting helpful. COVID-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please send a request via email to employment@nlsla.org.

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

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.