



Neighborhood Legal Services  
of Los Angeles County

**JOB ANNOUNCEMENT:  
Staff Attorney- Pasadena Continuum of Services  
October 2022**

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.

NLSLA is currently seeking an attorney to work in the Pasadena Courthouse Resource Center for Self-Represented Litigants. The attorney is responsible for working with court and NLSLA staff and volunteers to operate self-help legal access center for Los Angeles County located at the Pasadena Courthouse. The staff attorney will interview self-represented persons seeking assistance on civil court law matters, primarily focusing on housing issues, and provide educational materials and information in order to access the court system.

**Position:** Staff Attorney- Pasadena Continuum of Services  
Temporary Position

**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; flexible spending account (FSA) 125 plan; 403(b), loan reimbursement, bilingual pay supplement, sick and vacation pay, and 14 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 housing, family law, or other civil matter workshops for individuals and training volunteers. Assist with preparation or review of pro per civil court forms; provide legal education, and appropriate referrals.

**Qualifications:** Highly motivated attorney passionate about public service work with a minimum of 2 years' experience in civil litigation, preferably in landlord/tenant or consumer 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 is required. Bilingual skills in the Spanish language is preferred, but not required.

COVID-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered.

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

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LEGAL SERVICES CORPORATION

**About NLSLA:**

Founded in 1965 as part of our nation's War on Poverty, Neighborhood Legal Services of Los Angeles County (NLSLA) is now one of the largest and most prominent public interest law firms in California. NLSLA provides free assistance to more than 115,000 low-income residents of Los Angeles County each year. The NLSLA staff of 180, including 80 attorneys, specialize in areas of the law that disproportionately impact low-income people, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, services for justice-involved adults and youth, education rights, clean slate initiatives, and employment and training.

Through a combination of individual representation, high impact litigation, and public policy advocacy, NLSLA's advocacy combats the immediate and long-lasting effects of poverty and expands access to health, opportunity and justice. 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. In addition, NLSLA advocates are co-located in courthouses in Van Nuys, Lancaster, Chatsworth, Pomona, Pasadena, 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.

**To apply:**

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

Lambreni Waddell, Chief of Staff & Interim 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. NLSLA provides equal benefits to employees with spouses and its employees with domestic partners.**