



## **Staff Attorney- Stabilizing Families, Self-Help Legal Access Center**

NLSLA provides free assistance to more than 160,000 individuals and families a year through innovative projects that expand access to justice and address the most critical needs of people living in poverty throughout Los Angeles. We are a community of people who see the law as a powerful tool to fight for individual rights and social change. Our work aims to unravel entrenched disparities that have resulted from longstanding injustice, systemic racism, and institutionalized inequality.

As such, we know that a diverse mix of minds, backgrounds and experiences enhance our vision. This value is embodied within the diversity of our community offerings and among the colleagues that help enliven our culture. Cultivating an inclusive work environment that values a range of talent and ideas is a top priority for us. We enthusiastically encourage candidates of all backgrounds and abilities to apply.

### **ABOUT THIS POSITION:**

The Staff 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.

In this role, you would report to the Supervising Attorney and a career path may result in future opportunities as a Senior Attorney. This position is exempt. This is a temporary position.

### **THIS POSITION MAY BE RIGHT FOR YOU IF:**

- **YOU THRIVE IN A FAST-PACED ENVIRONMENT** and excel at moving through tasks and problem solving independently.
- **YOU DON'T SWEAT THE SMALL STUFF** and can maintain a positive attitude and goal-oriented focus in an ever-changing and sometimes ambiguous environment.
- **YOU KNOW THAT INTEGRITY MATTERS** and exhibit a strong adherence to ethical standards including, but not limited to, the ability to maintain confidentiality and fiduciary responsibility.
- **YOU HAVE STRONG INSTINCTS** and can seamlessly self-direct your workload with minimal supervision.
- **YOU ARE A GIFTED COLLABORATOR** and enjoy working in a high-volume team environment.
- **YOU ARE A GOOD COMMUNICATOR** that knows when to ask for help, how to contribute to the team, and how to receive feedback and apply it to your work performance.

## WHAT YOU CAN EXPECT TO DO IN THIS ROLE:

- 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.

## HOW YOU CAN STAND OUT:

For this role, the ideal candidate has

- Worked in a legal aid law firm.
- Previous experience in civil litigation, preferably in landlord/tenant, consumer, or family law.
- Bilingual proficiency in Spanish.

## WHAT YOU'LL NEED ON DAY ONE:

- A JD from an accredited law school.
- Active California State Bar license or have taken the California bar exam and are awaiting results.
- Excellent writing, speaking and organizational skills and the ability to communicate effectively with clients, community organizations, attorneys, the judiciary and the public.
- Working knowledge of Microsoft Outlook, Word and Excel, business communication platforms, and web-based case management platforms.
- Passion for NLSLA mission and demonstrated commitment to advocating for the legal rights of low-income individuals.
- Passion, empathy, and compassion for supporting people from different lived experiences.

## WHAT WE OFFER:

The salary range for this position is \$76,000- \$84,000.

Benefits include:

- 35-hour workweek with a hybrid schedule.
- 15 paid holidays per year
- 2 to 5 weeks of vacation per year depending on seniority.
- 12 days of sick leave per year.
- Medical, dental, and vision insurance; life and AD&D insurance; FSA; and EAP.
- A 403(b)-retirement plan.
- Monthly bilingual supplement.
- Lawyer student loan reimbursement assistance program.

Please [click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

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## **Equal Employment Opportunity Policy**

NLSLA is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, color, religion, sex (including gender identity, gender expression, transgender status, sexual orientation, and pregnancy, including breastfeeding and related medical conditions), national origin, age, disability (physical or mental), genetic information (including family medical history), political affiliation, military status, or other non-merit-based factors or any other status protected under applicable federal, state or local laws. Consistent with these principles, NLSLA also provides reasonable accommodations to qualified employees and applicants with disabilities and for sincerely held religious beliefs, observances, and practices. All applicants and employees have the freedom to compete for employment and advancement opportunities, on a fair and equitable playing field.