



Legal Aid Foundation of Tallahassee

Promise Zone Staff Attorney

Job Description: The Promise Zone Staff Attorney provides legal advice and counseling services in civil matters to low-income Leon County residents residing in the Promise Zone. Staff Attorney will assist with mediation, case management, and represent clients in state and federal court litigation in civil proceedings, including family law, housing, consumer rights, individual rights, employment, etc. The Staff Attorney also coordinates and oversees clinics aimed at providing legal services to clients in the Promise Zone and in the Leon County Jail, including recruitment and management of volunteer lawyers providing legal services in the clinics. Clinics will require outreach to community partners to assist with coordination and marketing. Some additional outreach and education may also be required. This is a full-time position located in Tallahassee, Florida. Hours may vary. Residence in or other ties to the Promise Zone preferred. Program assistant and/or intern supervision may be required.

- **Duties and Responsibilities:**
 - Screen applicants for eligibility and make referrals, as appropriate.
 - Provide brief counsel and advice to clients.
 - Conduct interviews with clients.
 - Conduct factual investigation, analysis, and legal research.
 - Advise clients of results of investigation and research. Counsel clients about their options and maintain regular contact with clients.
 - Prepare legal documents, including but not limited to, correspondence, complaints, answers, other pleadings, motions, discovery, discovery responses, memoranda of law, briefs and other necessary documents in furtherance of the client's case.
 - Develop case theory and strategy for the representation of clients.
 - Prepare cases and represent clients in negotiations, hearings, trials and appeals.
 - Work with various community partners and groups and attend speaking engagements as assigned by supervisor.
 - Continue professional development, education, and training.
 - Schedule, coordinate, promote and participate in Promise Zone and Leon County Jail clinics.
 - Conduct regular office hours at community centers, churches, or other Promise Zone partner locations.

- Supervise program assistant and/or interns.
- Qualifications: Admission to Florida Bar. Minimum of three years of experience handling family law (preferred), housing (preferred), consumer, individual rights, employment, or related litigation.

Working Conditions:

- Must be able to sit for long periods.
- Regular contact with existing and prospective donors, volunteers, and supporters.
- Occasional travel for job-related meetings and events.

Physical Demands:

The Legal Aid Foundation promotes an equal opportunity workplace, which includes reasonable accommodations of otherwise qualified disabled applicants and employees. Please contact the Executive Director with questions regarding the physical demands of this position.

- Lifting/carrying up to 10 lbs.
- Manual dexterity for computer work.
- Speaking, hearing and vision are essential to performing job functions accurately.

TO APPLY: Email your resume, three references and a short statement of interest to Executive Director Darby Kerrigan Scott at darby@tallahasseebar.org. The anticipated starting date is January 2018.

The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.