

BAY AREA LEGAL SERVICES, INC. (BALS)

JOB ANNOUNCEMENT

Staff Attorney- Civil Litigation-Public Interest

Bay Area Legal Services is a regional, non-profit public interest law firm providing the highest quality legal counsel by:

- Assisting individuals and non-profit groups with limited access to legal services;
- Resolving the legal problems of clients; and
- Preserving the independence, hope, and dignity of those we serve.

Position Title: Staff Attorney (Full-time) – **Location:** New Port Richey Office

Position Description: Bay Area Legal Services (BALS) is seeking to fill a full-time staff attorney position to provide counsel and advice and represent clients in civil legal proceedings in traditional areas of public interest law. The primary focus of the position will be in family law and domestic violence matters. Other, more limited areas may include housing law, such as evictions, preserving federally subsidized housing rights, and home ownership. The Team Leader of the New Port Richey Office will supervise the position.

Applicants seeking employment with us should understand and share our commitment to the BALS' mission and vision, and be willing to abide by the [five core values](#) of Bay Area Legal Services.

Illustrative Duties:

- Representation in court including emergency advocacy.
- Advice and assistance in connection with crime victim compensation.
- Interview applicants and determine if eligibility requirements for established legal services are satisfied. Documents all client case information and related time spent in case management system accurately and timely. Ensure compliance with Legal Services Corporation (LSC) or other grantor requirements.
- Communicate with clients to learn about their legal needs and concerns, counsel, advise and refer them to appropriate public agencies or other community resources for additional services needed.

- Explain legal options and bring possible outcomes or risks to their attention.
- Develop and implement strategies to resolve cases favorably. Prepare legal documents, such as contracts, dispositions, briefs, oral arguments, and pleadings, accurately and in a timely manner. Research relevant legal materials to aid decision making, gather and analyze evidence, identify implications for cases from legal precedents or other legal information. Negotiate settlement of cases with opposing attorneys or parties. Prepare necessary correspondence relating to services rendered. Create and maintain relationships with organizations that are commonly adverse parties where possible to facilitate case resolution. Attend team meetings and collaborate with other attorneys on case questions.
- Develop arguments and represent clients participating in hearings before various courts and administrative bodies. Present and summarize cases to judges and juries.
- Travel to client meetings or hearings as necessary.
- Supervise junior attorney, legal assistants and activities of other legal personnel (legal interns, paralegals etc.)
- Assist other poverty program components as needed and offer advice in public relations, participate in appropriate community activities. This includes participation in BALS in-house committees and outside community/Florida Bar events when asked or needed.
- Stay informed about current legislation, especially assigned legal specialties. Attend Continuing Legal Education (CLE) courses and/or other trainings to maintain knowledge in areas of expertise or gain new knowledge.
- Perform other duties as designated by the Team Leader.

Minimum Qualifications:

- Juris Doctorate (JD), Florida Bar licensed and in good standing with the Bar.
- 3 or more years of civil litigation experience
- Demonstrated ability to work independently, organize and review work of others.
- Excellent written and verbal communications skills.
- Excellent prioritization skills and ability to meet deadlines.

- Sympathetic and compassionate understanding of the social, economic, and legal issues faced by low-income individuals with limited access to such services. Ability to relate well and effectively with diverse groups and individuals.

Desirable Qualifications:

- Previous experience in a non-profit legal services firm
- Family Law Trial or Civil Litigation Experience.
- Experience with Family Law and/or Domestic Violence cases.
- Experience with legal database systems to document case assignments.
- Bilingual Spanish/English

Compensation:

- Starting Salary \$57,500; or higher, based on experience level
- Excellent benefits including annual leave and sick leave, reimbursement for mileage for work related events, continuing education and professional licensure renewal paid.

How to Apply: Send Resume and Cover Letter (including why this position is of interest to you) to recruiting@bals.org and state how you learned about the role.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.