

# THE LEGAL AID SOCIETY

## **Job Title**

Civil Law Graduate - Housing Unit (Fall 2020)

## **Job Description**

The Legal Aid Society, the nation's oldest and largest social justice legal services organization, has openings for dedicated, entry level housing staff attorneys in the Civil Practice. The Housing Unit handles a broad range of tenant representation at the trial and appellate levels, including holdovers, nonpayment proceedings, administrative hearings, and affirmative litigation in State and Federal courts. There are openings for Staff Attorneys in all five boroughs.

## **ESSENTIAL DUTIES/RESPONSIBILITIES**

- \* Client representation and advocacy with City, State, and Federal agencies and in court proceedings, administrative hearings, and affirmative litigation
- \* Conduct regular courthouse-based and off-site intake
- \* Maintain a full caseload of clients
- \* Advocate for rent arrears subsidies across various city and state agencies
- \* Represent and promote the work of the office, the Civil Practice, and The Legal Aid Society in the community
- \* Some weekend and night advocacy may be necessary
- \* Provide training, community outreach, and education to individuals, local community-based organizations, and housing advocates
- \* Policy advocacy including advocacy before legislative, administrative, and judicial bodies to advance the interests of clients
- \* Work collaboratively with other organizations, pro bono lawyers, and partners
- \* Other duties as assigned

## **Requirements**

### **TRAINING AND QUALIFICATIONS**

- \* Applicants should be law graduates who will sit for the first Uniform Bar Examination after graduation from law school, and who will take the New York Law Exam
- \* Experience in, and commitment to, housing justice issues is preferred
- \* Applicants must be creative, flexible, independent, and highly motivated
- \* Excellent organizational skills, writing ability, and communication skills are essential
- \* Applicants should have a demonstrated commitment to public interest law and must be fierce, committed advocates to our client base
- \* Relevant clinical program, internship or work experience preferred
- \* Knowledge of the law of evidence, statutory interpretation, and ethical principles contained in the Rules of Professional Conduct
- \* Demonstrated commitment to, and interest in, serving racially- and socioeconomically-oppressed communities.
- \* Ability to work collegially and collaboratively with all members of the staff

### **THE HIRING PROCESS**

The Civil Practice does not interview at On-Campus Interviews (OCI's) for Staff Attorney jobs. Please apply directly via our website for any positions in the Civil Practice. Please check our website for hiring season dates. The 4 phases of the Civil Practice hiring process are:

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*PHASE I* Resumes received by the deadline are screened by the Civil Hiring Committee. Applicants are then selected for first-round interviews and will receive either an email or voicemail for an interview.

*PHASE II* First-round interviews are conducted by managers and Staff Attorneys at one of our offices in the five boroughs of New York City.

*PHASE III* The Hiring Committee reviews first-round evaluations and then determines which applicants will receive final-round interviews with the Civil Attorney-in-Charge.

*PHASE IV* Final-round interviews are conducted and job offers are made by The Legal Aid Society. Offers are made contingent on funding from the City and/or State.

Applicants will be notified via email about whether they have/have not been selected for an interview.

## **BAR EXAMINATION AND EMPLOYMENT ELIGIBILITY REQUIREMENTS FOR ENTRY-LEVEL POSITIONS**

You must sit for the first New York State bar examination scheduled after your graduation date. Thus, to remain eligible for our Fall 2020 class:

- \* If your graduation date is September 2019, December 2019, or January 2020, you must sit for the February 2020 New York State bar exam.
- \* If your graduation date is May or June 2020, you must sit for the July 2020 New York State bar exam.
- \* If you have not already taken the MPRE examination before your graduation, you must also sit for the next available MPRE examination after your graduation date.
- \* If you do not pass either examination on the first sitting, you must sign up for and take the next available exam.

At the time you are hired, you must be eligible to work lawfully in the United States.

## **REQUIRED DOCUMENTS:**

- Resume
- Cover Letter
- Writing Sample

## *OUR COMMITMENT TO DIVERSITY AND INCLUSION*

The leadership of The Legal Aid Society is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us.

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## HOW TO APPLY

You must apply online at the [LAS RECRUITMENT PORTAL](#). The legal aid society is reducing its carbon footprint and therefore paper applications are not accepted. Only pdf documents will be accepted. If your document is not a pdf, your application will not be processed. Applications submitted without all the required materials will not be processed. Applications will be considered on a rolling basis so applicants are encouraged to apply early.

**The legal aid society is an equal opportunity employer – women, people of color, members of the LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.**

For technical difficulties or questions regarding this posting, please email [jobpostquestions@legal-aid.org](mailto:jobpostquestions@legal-aid.org).