

THE LEGAL AID SOCIETY

Job Title

Civil Practice Deputy Attorney-in-Charge, ILU

Job Description

The Legal Aid Society's Civil Practice is seeking a second Deputy Attorney-in-Charge to join a dedicated and dynamic team consisting of an Attorney-in-Charge, a Deputy Attorney-in-Charge, supervising attorneys, staff attorneys, paralegals, and social workers in the citywide Immigration Law Unit. The Unit is a recognized leader in the delivery of high-quality legal services to immigrants in New York City and surrounding counties. The Unit provides low-income New Yorkers with free comprehensive immigration services ranging from deportation defense to adjustment of status to Legal Permanent Residence and citizenship applications. The Unit specializes in the intersection between immigration and criminal law and works collaboratively with all practice areas to serve The Legal Aid Society's diverse immigrant clients through a comprehensive service model. Unit staff represent immigrants before U.S. Citizenship and Immigration Services (USCIS); before immigration judges in removal proceedings, Board of Immigration Appeals and in federal court on habeas corpus petitions and petitions for review; and on administrative and judicial appeals.

The Deputy Attorneys-in-Charge will work closely with the Attorney-in-Charge, be involved in day-to-day operations, and work closely with supervising attorneys to train, supervise, and mentor staff. The Deputy Attorneys-in-Charge will participate in Civil Practice-wide management discussions and decision-making, and will assist in maintaining relationships with other stakeholders in the legal, court, and service communities. The Deputy Attorneys-in-Charge will also coordinate city-wide efforts to improve immigration legal services with other non-profit community-based organizations. In addition, the Deputy Attorneys-in-Charge will assist in working closely with private and government funders to ensure the viability of all the programs within the Unit. The Deputy Attorneys-in-Charge will also be in charge of special projects that may arise.

ESSENTIAL DUTIES/RESPONSIBILITIES

- * Provide support and direction to the supervising attorneys in the direct supervision of staff attorneys, paralegals, social workers, interns, externs, and volunteers
- * Monitor and maintain a high standard of representation and client service
- * Assist in coordinating and supervising the Unit's benefits, federal practice, post-conviction relief, and removal work
- * Identify systemic problems faced by the Society's immigrant clients that could be addressed through affirmative litigation
- * Collaborate with practitioners throughout the country to develop and participate in national litigation and law reform projects
- * Maintain a reasonable caseload
- * Analyze legal issues, develop legal strategy and supervise implementation of legal strategies
- * Foster and encourage teamwork and communication
- * Mentor staff
- * Develop skills and knowledge of staff members
- * Reinforce and maintain staff accountability
- * Assist in supporting staff well-being and retention
- * Assist with the development and implementation of programs, and assist with the fundraising and reporting on programs
- * Respond to client, community and staff concerns
- * Provide oversight of pro bono initiatives within the office

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- * Develop and maintain community support and relationships with community-based organizations, advocates, government agencies, elected officials and the courts
- * Represent the Civil Practice and The Legal Aid Society in the community
- * Conduct community education, training and outreach and promote the work of the office and the Civil Practice
- * Other duties as assigned

Requirements

- * Admission to the New York State Bar
- * Minimum of six years of legal practice preferred
- * Comprehensive knowledge of immigration law and experience litigating cases in immigration court
- * Strong interest in the intersection of criminal law and immigration law
- * Strong interest in the intersection of child welfare law and immigration law
- * Demonstrated leadership ability
- * Demonstrated commitment to and experience in public interest law and civil legal services
- * Demonstrated commitment to policy advocacy and administrative reform
- * Commitment to exploring alternative approaches for legal practice
- * Experience supervising and mentoring others
- * Excellent research, oral, writing, and analytical skills
- * Excellent interpersonal, communication, and organizational skills
- * Commitment to work in and value collaborative team models
- * Ability to work with pro bono lawyers
- * Grant-writing and fundraising experience preferred
- * Pro bono, government, public service and academic experience is desirable, but not required
- * Proficiency in languages other than English is desirable, but not required

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.