



Job Title

[Civil Practice Attorney-in-Charge, Bronx Neighborhood Office](#)

Job Description

The Legal Aid Society Civil Practice is seeking an experienced and talented lawyer with a deep commitment to public interest practice and policy to join a dedicated team of managers, staff attorneys, social workers, supervisors, paralegal casehandlers, and support personnel as the Attorney-in-Charge of the Civil Practice's Bronx Neighborhood Office. The Attorney-in-Charge (AIC) is responsible for the overall administration and oversight of approximately 140 staff comprised of unionized staff attorneys, paralegal and administrative staff and a management team of 16. The AIC participates in Practice-wide and Society-wide management discussions and decision-making and is responsible for maintaining relationships with other stakeholders in the legal, court, and service communities.

ESSENTIAL DUTIES/RESPONSIBILITIES

- * Together with the Civil Practice Attorney-in-Charge, provide legal and managerial leadership for the Civil Practice in the Bronx
- * Responsible for overall office management and operations
- * Supervise, mentor, train, and encourage professional development of managers, staff attorneys, paralegals, social workers, and support staff
- * Monitor and maintain a high standard of representation and client service
- * Assist with the development, funding, implementation, and reporting of programs

Coordinate intake

- * Provide oversight of pro bono initiatives within the office
- * Respond to client, community, and staff concerns
- * Foster and encourage teamwork and communication
- * Reinforce and maintain staff accountability
- * Develop and maintain community support and relationships with community-based organizations, advocates, government agencies, elected officials, and courts
- * Represent the Civil Practice and Legal Aid in the community
- * Facilitate and conduct community education, training, and outreach, and promote the work of the office and the Civil Practice
- * Other duties as assigned

Required Documents

Please submit a cover letter, resume and writing sample as a PDF when you apply via the LAS

Recruitment Portal

Deadline: Open Until Filled, Unless Date Is Posted Below (Deadline is 11:59 PM EST For Date Listed)

Location

Bronx - Civil Practice Neighborhood Office

Requirements

THE LEGAL AID SOCIETY

TRAINING AND QUALIFICATIONS/ REQUIRED DOCUMENTS

- * Admission to the New York State Bar
- * Minimum of eight years of legal practice preferred
- * Demonstrated commitment to addressing fundamental issues of poverty and justice within a comprehensive civil legal services model of representation and an interest in creative approaches to management and staff development
- * Experience litigating in various legal forums, including state and federal courts
- * Knowledge in various practice areas within civil legal services preferred
- * Excellent litigation, oral, and written advocacy skills
- * Demonstrated commitment to and experience in public interest law
- * Demonstrated leadership ability
- * Supervisory and management experience required
- * Experience supervising and mentoring others with diverse backgrounds, experience levels, and work styles
- * Excellent interpersonal, communication, and organizational skills
- * Commitment to exploring creative and alternative approaches for legal practice
- * Pro bono, government, public service, and academic experience is desirable, but not required
- * Grant-writing and fundraising experience preferred
- * Proficiency in languages other than English is desirable, but not required

SALARY AND BENEFITS

The leadership of The Legal Aid Society believes in attracting and retaining exceptional talent committed to serving our clients. We offer a generous benefits package including health insurance, paid vacation, disability and life insurance, and more. Salaries for our unionized jobs are governed by our Collective Bargaining Agreement. Please visit our Careers page for additional information. Salary and benefits information will be available to applicants, when and if, an offer is made.

OUR COMMITMENT TO DIVERSITY, EQUITY 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.

HOW TO APPLY

All applications must be completed online. We do not accept paper submissions. Please visit our Careers Page to review all current job postings, and instructions on the application process. For technical difficulties or questions regarding this posting, please email jobpostquestions@legal-aid.org.

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.

**THE
LEGAL AID
SOCIETY**