

Job Title

Civil Practice Fall 2022 Class, Housing Justice - Tenant Defense

Job Description

The Legal Aid Society's Civil Practice has Law Graduate positions available in the Housing Justice Unit – Tenant Defense for Fall 2022. While awaiting New York Bar admission, Law Graduates will work closely with a Housing Supervisor and within the parameters of the LAS Practice Order. Tenant Defense handles a broad range of individual and group tenant representation at the trial and appellate levels, including holdovers, nonpayment proceedings, administrative hearings, and affirmative litigation in state and federal courts. The Unit also works with tenant associations, tenant organizers, community-based organizations, partner legal services agencies, and *pro bono* attorneys.

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, possibly including during evening hours.
- Provide training, community outreach, and education to individuals, local community-based organizations, and housing advocates.
- Advocate for policy changes before legislative, administrative, and judicial bodies to advance the interests of clients.
- Represent and promote the work of the office, the Civil Practice, and The Legal Aid Society in the community
- Work collaboratively with other organizations, *pro bono* lawyers, and partners
- Maintain a full caseload of clients
- Some weekend and night advocacy may be necessary
- Other duties as assigned

Required Documents

Please submit a cover letter, resume and writing sample as a **combined single** PDF when you apply via the LAS Recruitment Portal

Deadline:

May 31, 2022

Location

Citywide

Requirements

- Current 3L students sitting for the New York Bar Exam in July 2022 or its equivalent.
- Those participating in post-graduate Fellowships or Clerkships who took the first available bar exam are eligible to apply.

- Winter 2021 graduates sitting for the first available New York Bar Exam or its equivalent are also eligible.
- Demonstrated commitment to serving historically excluded communities and identifying how race, gender, class and intersectionality impact client outcomes.
- Relevant clinical program, internship, or work experience preferred.
- Excellent written, analytical, organizational, and oral advocacy skills are required.
- Applicants must be creative, flexible, and highly motivated.
- Applicants must have the ability to work independently, as well as collaboratively, and manage a high volume of cases.
- Proficiency in languages other than English is desirable, but not required.
- **EXAM POLICY:** The Legal Aid Society is committed to creating a supportive environment. If a Law Graduate does not pass either exam, they will be afforded an opportunity to retake the next available exam.

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.

Salary Range Disclaimer

The base salary range for this role represents the low and high end of the salary. Actual salaries will vary depending on factors including but not limited to experience. The range listed is just one component of the total compensation package for employees.

Salary Range Transparency

Salary Range: \$73,868-\$78,030

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.

COVID VACCINATION INFORMATION

The Legal Aid Society is taking precautions and implementing safety measures to help prevent the spread of COVID-19 and to comply with New York City's requirements concerning Covid-19. All members of the Legal Aid community have a shared responsibility to support and comply with policies and protocols to protect the health and safety of our community. Learn more about our COVID-19 policy by visiting our [**website**](#).

HOW TO APPLY

Click here to apply

<https://recruiting.adp.com/srccar/public/RTI.home?c=1143211&d=ExternalCareerSite&r=5000835537206&fromPublish=true#/>

All applications must be completed online. We do not accept paper submissions. **Applications are reviewed on a rolling basis.** 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**](mailto:jobpostquestions@legal-aid.org).

As an Equal Employment Opportunity (EEO) Employer, The Legal Aid Society prohibits discriminatory employment actions against and treatment of its employees and applicants for employment based on actual or perceived race or color, size (including bone structure, body size, height, shape, and weight), religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, gender identity (one's internal deeply-held sense of one's gender which may be the same or different from one's sex assigned at birth; one's gender identity may be male, female, neither or both, e.g., non-binary), gender expression (the representation of gender as expressed through, for example, one's name, choice of pronouns, clothing, haircut, behavior, voice, or body characteristics; gender expression may not be distinctively male or female and may not conform to traditional gender-based stereotypes assigned to specific gender identities), disability, marital status, relationship and family structure (including domestic partnerships, polyamorous families and individuals, chosen family, platonic co-parents, and multigenerational families), genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment conviction record, credit history, unemployment status, caregiver status, salary history, or any other characteristic protected by law.