

Job Title

Staff Attorney - Parole Revocation Defense Unit (Fall 2022)

Job Description

The Legal Aid Society, the nation's oldest and largest social justice legal services organization, is seeking dedicated and passionate entry-level Staff Attorneys in the Parole Revocation Defense Unit starting in the Fall of 2022. Entry level staff attorneys are defined as those that have 0-4 years of experience in criminal defense, are admitted to practice in the State of New York or can practice Pro Hac Vice pursuant to New York State rules. A PRDU Staff Attorney represents clients accused of violating their conditions of release at administrative parole revocation hearings held in courthouses, agency tribunals and detention facilities throughout New York City. The Staff Attorney also appears on behalf of clients at related habeas corpus proceedings, administrative appeals, and other post-conviction proceedings. The practice is fast-paced and litigation-intensive.

PRDU maintains offices at 199 Water Street, but attorneys spend significant amounts of time in court and at other hearing locations in the five boroughs of New York City.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Responsible for handling parole revocation at all stages, including preliminary hearings, calendar appearances, discovery practice, negotiations, contested hearings, administrative appeals, and post- conviction hearings
- Work with unit support staff, paralegals, and investigative staff to provide zealous and effective defense representation
- Partner with PRDU social work team to identify and develop mitigation for clients who have mental health and/or substance abuse issues, medical needs, or who are otherwise suitable for alternatives to incarceration
- Other duties as assigned

Required Documents

REQUIRED DOCUMENTS: PLEASE SUBMIT THE FOLLOWING DOCUMENTS AS A SINGLE PDF THROUGH OUR ONLINE PORTAL:

- COVER LETTER
- RESUME
- WRITING SAMPLE

Deadline: Open Until Filled

Location

Manhattan - Criminal Defense Practice Office

Requirements

- New York State Bar Admission. Those applicants who have pending applications for the NYS bar or are a law school graduate in May 2022 and have sat for the July 2022 NYS bar examination will be considered.
- 2 years of relevant experience or more preferred
- Strong courtroom skills

- A background in criminal and/or administrative law or prison-related litigation is particularly relevant
- Fluency in Spanish is strongly preferred

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.

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=5000821355200&fromPublish=true#

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.

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.