

CITIZENS CONCERNED for CHILDREN, Inc.
Attorneys for Children
200 East Buffalo St., Suite 102A
Ithaca, New York 14850
(607) 277-3198 Fax: (607) 277-0246

JOB VACANCY POSTING: STAFF ATTORNEY

Citizens Concerned for Children, Inc. is a not-for-profit law office that has provided legal representation to the children of Tompkins County for over thirty years. Since its opening in 1986, Citizens Concerned for Children, Inc. has been recognized for its exemplary standard of practice, including its commitment to treating clients with compassion and respect; advocating forcefully for them; using the law and legal remedies creatively; and seeking to improve the representation of children within the community by modeling excellence. The office is comprised of a Managing Attorney, two Staff Attorneys, a Social Worker, a part-time legal assistant, and an administrative assistant. The Staff Attorney represents children assigned by the Tompkins County Family and Supreme Courts to the office. Our clients are typically involved in the following types of legal proceedings: abuse and neglect, termination of parental rights, custody and matrimonial, juvenile delinquency, paternity, adoption, family offense, and persons in need of supervision.

JOB RESPONSIBILITIES:

- Represent children as subjects or parties in assigned cases in a manner consistent with the law and rules governing the conduct of attorneys in general and attorneys for children in particular.
- Work both independently and cooperatively with other staff as a team.
- Maintain calendar and files in compliance with the office's best practices expectations.
- Provide case coverage for the other attorney(s) as assigned by the Managing Attorney.
- Mentor and supervise student interns.
- Perform such other appropriate responsibilities as assigned by the Managing Attorney.

QUALIFICATIONS:

- Registered attorney in good standing, admitted to practice in New York State, satisfying all requirements needed to ensure continuation of license.
- Preference for experience as an attorney for children and experience in the practice of family law.
- Knowledge of civil and criminal laws and regulations related to New York State family law.
- Knowledge of effective practice skills, communication skills, ethical and professional rules of conduct, and dispute resolution techniques.
- Experience in operating a personal computer and computer applications utilized by the office.
- Time management skills to ensure quality while serving a diverse and demanding caseload by working efficiently and meeting deadlines.
- A current NYS driver's license and a registered, insured vehicle available for use during working hours.
- Respect for, and an ability to work with, diverse populations.

Citizens Concerned for Children, Inc. is an equal opportunity employer.
Salary is commensurate with experience and qualifications.

Please send a cover letter, resume, and names and contact information for three references via email to:
KSullivan@attorneysforchildren.org

DEADLINE FOR APPLICATIONS IS: October 13, 2017.