

## **POSITION ANNOUNCEMENT (JULY 2018)**

### **LEGAL SERVICES STAFF ATTORNEY IN ELMIRA, NY**

The Elmira office of Legal Assistance of Western New York, Inc.® has an immediate opening for a Staff Attorney. This is a General Practice position, emphasizing Housing and Benefits, but including the full range of general practice matters handled by the program at the Administrative, Trial Court and Appellate levels. Duties may include representation of eligible clients in various civil matters including: Landlord/Tenant, Public Housing, Real Property/Foreclosure, Public Benefits, Medicaid/Health Care and other matters within program priorities. Substantial involvement with the Courts, administrative tribunals and the private bar is expected.

Legal Assistance of Western New York, Inc. is a not-for-profit law firm which provides civil legal services to low-income clients in a fourteen county area of western New York including the Finger Lakes and Southern Tier region. The Elmira office directly serves the residents of Chemung and Schuyler Counties. Our staff work closely across areas of specialization to bring a holistic approach to addressing law related issues affecting our clients and communities.

**Requirements:** Applicants should be attorneys or law school graduates with relevant legal experience, a demonstrated commitment to working with low-income people and excellent oral and written communication skills.

Law school graduates who have taken the first available New York State Bar examination following completion of law school may qualify for a practice order pending admission to the New York State bar pursuant to the LawNY® practice order. Attorneys admitted in another jurisdiction may qualify for a practice order for up to (18) months pursuant to a court rule. Experience with the courts and agencies in Schuyler and Chemung Counties is an advantage but not a requirement.

**Salary:** Salary is dependent on experience and based on a pay scale with annual increments. The entry level salary for a Staff Attorney is \$46,500 increasing to \$52,600 for an attorney with five years experience. LawNY, Inc.® provides an excellent health and benefit package as well as generous leave provisions. This position is considered Exempt under the Fair Labor Standards Act.



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**Procedure:** Applicants should submit the following: (1) a cover letter describing their interest and qualifications, (2) resume, (3) writing sample, and (4) three references to the attention of Thomas Dubel, Managing Attorney via email to: [lawnyapplications@lawny.org](mailto:lawnyapplications@lawny.org) by August 31, 2018.

Legal Assistance of Western New York, Inc.® (LawNY®) is an equal opportunity employer. LawNY® encourages applications from diverse candidates. LawNY® welcomes applications regardless of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability, genetic information or any other consideration protected by law.

