



Legal Assistance of Western New York, Inc.®

902 Taber Street, Suite 1

Ithaca, New York 14850

Phone (607) 273-3667

Fax (607) 273-5521

Tioga County (800) 724-4170

POSITION ANNOUNCEMENT (JULY 2019)

STAFF ATTORNEY (ITHACA, NEW YORK)

The Ithaca office of Legal Assistance of Western New York, Inc.® (LawNY) has an opening for a Staff Attorney. Applicants should have 3 years of experience and a working knowledge of New York State unemployment insurance benefits. Applicants will provide assistance to disadvantaged persons in removing barriers to employment, maintaining housing, and obtaining public benefits.

This position will be full-time, with approximately 50% of the attorney's time responsible for developing training materials for, supervising, and mentoring undergraduate student interns in an "Engaged Cornell" project. The interns will learn unemployment insurance benefits procedures, study the effects of unemployment and underemployment in the local community, and conduct outreach to other agencies providing services to disadvantaged members of the community. Approximately 50% of the attorney's time will be dedicated to providing legal representation to eligible clients at the administrative, trial court and appellate levels for housing and government benefit cases.

LawNY 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 State, including the Finger Lakes and Southern Tier region. The Ithaca office directly serves the residents of Tompkins and Tioga Counties. Our staff members work together across areas of specialization to bring a holistic approach to addressing law-related issues affecting our clients and communities.

Requirements: Admission to the New York State Bar with at least three years of experience is preferred. 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 eighteen months pursuant to a court rule.

Experience with the courts and agencies in Tompkins and Tioga Counties is an advantage but not a requirement. Applicants must have excellent legal advocacy and writing skills and be able to communicate effectively with people from diverse backgrounds and cultures. In addition, applicants should demonstrate a strong commitment to helping low-income people overcome barriers to housing, medical, and income supports.

Salary: Salary is dependent on experience and based on a pay scale with annual increases. The entry level salary for a Staff Attorney is \$50,000, increasing to \$57,500 for an attorney with 5 years of experience. LawNY provides an excellent health and benefit package as well as generous leave provisions.

Procedure: Applicants should submit a letter of interest, resume, three references, and a writing sample to Kelly McGovern, Esq., Director of Pro Bono Affairs.

Applications will be accepted until August 16, 2019. Interviews will be scheduled during the week of August 19, 2019.

LawNY is an equal opportunity employer. LawNY encourages applications from diverse candidates, and welcomes applicants regardless of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability, genetic information or any other consideration protected by law. This position is considered exempt pursuant to the Fair Labor Standards Act.