



115 EAST THIRD STREET
JAMESTOWN, NEW YORK 14701
Tel: (716)664-4535 • Fax: (716)664-7179
www.lawny.org

**POSITION ANNOUNCEMENT (November 2020)
JAMESTOWN, NEW YORK
FULL-TIME STAFF ATTORNEY**

The Jamestown office of Legal Assistance of Western New York, Inc. LawNY® has an immediate opening for a full time Staff Attorney in our Family Law Unit. **This is a temporary position for a minimum of 12 months, and depending on funding and office staffing requirements, may become a permanent position.** As a permanent position, this could continue as a position in the Family Law Unit or possibly be a General Practice position which may include bankruptcy, public benefits, housing, home mortgage and tax foreclosures.

LawNY® is a not-for-profit organization which provides civil legal services to low-income clients in a fourteen-county region in western New York State. The Jamestown office serves Chautauqua County in western New York. LawNY® practices in a wide variety of courts, including justice court, state and county court, bankruptcy court and federal court, as well as administrative agency proceedings. Program staff includes attorneys and paralegals who work across areas of specialization to bring a holistic approach to addressing issues affecting our clients and communities. LawNY® focuses on meeting the legal needs of individual clients, as well as addressing systemic problems that create barriers for clients living in poverty.

Core responsibilities include:

- Assistance and legal advocacy related to helping low-income people maintain their housing, housing subsidies and income supports.
- Client interviews and investigation.
- Represents clients zealously within the bounds of the Rules of Professional Conduct.
- Data collection and file maintenance.
- Outreach activities.
- Relationship-building with court staff, community groups and other stakeholders.

The applicant must have the caring, patience, and emotional maturity to help low-income people overcome crisis situations. Due to COVID-19, LawNY® staff are working remotely all or part of the week. LawNY® maintains an extensive safe operations plan and seeks to ensure the safety of both our staff and our clients. All staff are still required to fulfill their professional obligations, which will require direct in-person contact with clients and in-person appearances in court or administrative agencies as needed to perform the functions of their role.

LawNY® is committed to equitable inclusion across race, gender, sexual orientation, gender identity, age, ability, sex, religion, economic circumstances, ethnicity, national origin, and culture. We are striving to transcend the construct of race and be an anti-racist law firm. We encourage staff to bring their whole selves to work each day and pledge to celebrate every aspect of who they are.





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Requirements: Applicants must be admitted to the New York State Bar. A practice order may be obtained for up to 18 months for law school graduates or attorneys admitted to practice in another state. Applicants should have relevant legal experience and a demonstrated commitment to working with low income families and individuals, as well as excellent oral and written communication skills.

Salary: Dependent on experience. The entry level annual salary for a newly admitted attorney with no practice experience is \$50,000 and increases to \$57,500 for an attorney with (5) years of experience. Staff are eligible for annual increases based on an established salary scale. LawNY® provides an excellent health insurance, disability and benefits package. This position is considered exempt under the Fair Labor Standards Act.

Procedure: Applicants should submit a letter of interest, resume, three references and a writing sample to the attention of Mr. Lynn L. Hartley, Managing Attorney. All applications and inquiries should be sent by email to lawnyapplications@lawny.org only. Applications will be reviewed until the position is filled.

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. This position is considered exempt pursuant to the Fair Labor Standards Act.

