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**POSITION ANNOUNCEMENT (November 2020)  
ELMIRA, NEW YORK  
FULL-TIME SUPERVISING ATTORNEY**

The Elmira office of Legal Assistance of Western New York, Inc.® has an immediate opening for a Supervising Attorney. Legal Assistance of Western New York, Inc. ® is a not-for-profit law firm providing civil legal services to low-income clients in a fourteen county area of western New York, including the Finger Lakes and Southern Tier regions. The Elmira office directly serves residents of Chemung and Schuyler Counties. This position emphasizes Housing and Benefits, but also includes the full range of general practice matters handled by the program at the Administrative, Trial Court and Appellate levels. The Supervising Attorney will maintain a limited caseload, including representation of eligible clients in various civil matters which may include Landlord/Tenant, Real Property/Foreclosure, Medicaid/Health Care, SSI/Social Security, Welfare, Unemployment Insurance Benefits, Reentry, services to Victims of Domestic Violence, Sexual Assault, or Elder Abuse, Consumer, Family, or Elder Law and other matters within program priorities.

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.

**Core Duties:**

- Supervise case acceptance in at least one practice area.
- Supervise case work for staff attorneys, staff paralegals, AmeriCorps members, interns and volunteers across various practice areas.
- Review and approve supervisee timekeeping and data entry.
- Maintain thorough and timely case and file management, including case closing and compliance for supervisees.
- Develop specialized knowledge in one or more substantive areas of poverty law.

- Collaborate with other human services providers, non-profit organizations and community, client or other advocacy groups to address problems of the poor, including providing community legal education.
- Substantial involvement with the Courts, administrative tribunals and the private bar is expected.

**Requirements:**

- Admission to the New York State Bar is required with at least three years of practice experience.
- Applicants should demonstrate a strong commitment to helping poor and disadvantaged people and leadership in critical issues facing the poor.
- Respect for the value of differences in race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, and socio-economic circumstances.

**Desired Skills:**

- Admission to Federal Court.
- Attention to detail and keen organization skills.
- Ability to work under deadline and manage multiple tasks.
- Lived experience with our client communities.
- Ability to empathize and sensitively respond to people in crisis situations.
- Strong problem-solving abilities, time management, computer and organizational skills.
- Ability to support staff in their pursuit of career advancement and professional development.

**Salary and Benefits:**

Salary is dependent on experience and based on a pay scale with annual increments. Beginning salary for a Supervising Attorney with three years of legal services experience is \$58,500 as per the LawNY® salary scale. We also provide an excellent package of fringe benefits including health, disability and life insurance as well as generous leave provisions.

**Procedure:**

Applicants should submit a letter of interest, resume with three references and a writing sample to Thomas Dubel, Deputy Director. All applications and inquiries should be sent by email to [lawnyapplications@lawny.org](mailto: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.*