



115 EAST THIRD STREET
JAMESTOWN, NEW YORK 14701

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www.lawny.org

**POSITION ANNOUNCEMENT (March 2021)
FAMILY LAW STAFF ATTORNEY POSITION
(JAMESTOWN, NY)**

Legal Assistance of Western New York, Inc.® (LawNY®) has an immediate opening for a Staff Attorney to join our Jamestown, New York office (located in Western New York). The attorney position will focus on assisting low income individuals to overcome legal barriers in the areas of family law and domestic violence law.

The family law opening is ideal for attorneys seeking litigation careers. The position requires frequent appearances in court with an emphasis on family law and domestic violence law. The staff attorney will work primarily on the assigned counsel matters pending in the Chautauqua County Family Court. Law graduates, newly admitted attorneys and experienced attorneys are encouraged to apply. All applicants will be considered on a rolling basis until the position is filled.

Core responsibilities:

- Assistance and legal advocacy representing qualified low-income individuals in custody, visitation and family offense cases in Chautauqua County Family Court and IDV Court.
- Client interviews and investigation.
- Data collection and file maintenance.
- Represents clients zealously within the bounds of the Rules of Professional Conduct.
- Relationship-building with court staff, community groups and other stakeholders.
- Ability to work under deadline and manage multiple tasks.

Requirements: Applicants should have relevant legal experience and/or a demonstrated commitment to working with low-income individuals and families, as well as excellent oral and written communication skills. Applicants must also be committed to working in an efficient and detail-oriented environment. Working with other LawNY® staff members and the community, the attorney will help develop strategies, including affirmative litigation, to address systemic problems that adversely impact poor people. 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. Fluency in Spanish is a preference but not a requirement.

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.

Desired Skills:



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- Prior legal experience with low-income and other oppressed communities and clients.
- Lived experience with our client communities is highly desired.
- Strong problem-solving abilities, time management, and organizational skills.
- Ability to work under deadline and manage multiple tasks.
- Ability to empathize and sensitively respond to people in crisis situations.
- Excellent use of Google Drive/GSuite, Word, and Excel; database programs a plus.
- Proficiency in Spanish is an advantage but is not required.
- Passion for social justice and commitment to the mission of LawNY®.

Salary: Salary is dependent on experience and based on a pay scale with annual increments. The beginning salary for a Staff Attorney with no prior experience is \$50,000 and the salary for a Staff Attorney with five years of relevant experience is \$57,500 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.

Program: 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 (south of Buffalo, 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.

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.

Procedure: Applicants should submit a letter of interest, resume, three references and a writing sample to the attention of Mr. Lynn L. Hartley, Esq., 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 proud to be 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 Exempt pursuant to the Fair Labor Standards Act.