



## **Legal Hotline Staff Attorney – Housing & Homeowner Stability Practice**

The [City Bar Justice Center](#) (CBJC) seeks an attorney committed to expanding access to justice to join us as a full-time [Legal Hotline](#) Staff Attorney working 35 hours/week, on a largely remote basis. The role's duties will principally focus on supporting housing and homeowner stability matters in conjunction with CBJC's [Homeowner Stability Project](#), an innovative initiative that assists New Yorkers of low to moderate means in foreclosure, title correction, and other housing stability matters. CBJC provides high-quality, free civil legal services benefiting nearly 24,000 New Yorkers each year who lack the resources to hire private counsel. With a staff of just over 30, CBJC also relies on expansive partnerships with law firms, corporate legal departments, the courts, the City Bar, and other stakeholders. In 2021-22, over 1,600 pro bono attorneys donated services to support legal services clinics and client matter work drawn from CBJC's [dozen civil legal services projects](#).

### **Areas of responsibility include, but are not limited to:**

- Serve as part of a team of staff attorneys who provide legal information, advice, and referrals on CBJC's high-volume Legal Hotline, which typically responds to approximately 1,000 calls and online inquiries per month.
- Conduct follow-up services for Hotline inquiries focused on housing matters (principally landlord/tenant), including by providing advice and counsel and brief services to pro se tenants.
- Conduct follow-up services for Hotline inquiries focused on homeowner stability matters (e.g., foreclosure, property liens, deed theft/tangled title and similar matters), including by screening cases, reviewing land and title records and other legal documents, preparing case files, and providing other related support to CBJC's Homeowner Stability Project (HSP). HSP assists NYC homeowners who face housing instability, with a particular focus on homeowners who identify as Black, of color, elders, or LGBTQ+, and other New Yorkers struggling with poverty and other systemic socioeconomic barriers, with a goal of keeping individuals and families in place and neighborhoods and communities intact while addressing the inequities of discriminatory historic and current lending and property law practices.
- Stay abreast of changes and updates to the law.

### **EXPERIENCE, SKILLS & REQUIREMENTS:**

- Candidates must be New York bar members in good standing with 1-5 years of relevant practice experience, preferably in nonprofit legal services and with a focus on housing/homeowner legal issues. Candidates also should have skills or be prepared to develop skills in the range of matters handled by CBJC's Legal Hotline (principally consumer, family, and housing issues); fluency in a non-English language is highly preferred.
- We seek a detail-oriented self-starter with superb legal judgment and a capacity to multi-task who is creative, thoughtful, tech savvy, and has high standards in work quality, and who can demonstrate a commitment to racial and economic justice and to serving those who struggle with a lack of resources.
- Excellent verbal and written communication skills and an ability to work both independently and with a team.
- Excellent people and client counseling skills, including effectively interacting with members of the public in a respectful and sensitive way, many of whom suspect institutions and the legal profession, and some of whom struggle with mental illness.
- Collegiality and being able to communicate and work collaboratively with other staff attorneys.
- Proficient with Microsoft Office 365 and ability to effectively learn and use legal database and other platforms.

**This is a mostly remote work position, with the individual hired for this position expected to physically come to our offices in midtown Manhattan roughly once a week, and on additional occasions for team-building,**

**training, or other specific business activities. The City Bar requires all employees, including this position, to be fully vaccinated against COVID-19 to enter our building. Additional information about this policy is available via Human Resources.**

**This position is supported by a renewable grant.**

*Candidates must be authorized to work in the United States. We are not able to sponsor visas for this position.*

Salary for this full-time position (35 hours/week) is in the low \$70,000 range (annualized) depending on experience. The New York City Bar Association provides a competitive benefits package, including generous paid time off, choice of medical plans, dental, vision, 401K, life insurance, commuter benefits, Employee Assistance Program, short-term/long-term disability insurance, complimentary New York City Bar Association membership, many free City Bar CLEs and employee discounts, among others.

**To apply:** please send (1) a cover letter explaining your interest, (2) a resume, and (3) three professional business references to: <https://newyorkcitybarassociation.applytojob.com/apply/IJLza5N4W5/CBJC-Hotline-Attorney-Housing-Homeowner-Stability-Practice> (link will be provided once the position is created and posted through JazzHR).

The City Bar Justice Center is a proud equal opportunity and affirmative action employer, and we particularly encourage applications from candidates belonging to communities historically under-represented in the legal profession. We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. It is our policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, creed, age, national origin, alienage or citizenship status, gender (including gender identity), sexual orientation, disability, arrest or conviction record, pregnancy, credit history, salary history, caregiver status, marital status, partnership status, or status as a victim of domestic violence, stalking and sex offenses, religion, sex, genetic information, military status, unemployment status or any other characteristic as protected by law. With regard to the Americans with Disabilities Act and other related laws, the organization will endeavor to make reasonable accommodations for persons due to their religious beliefs, disability, pregnancy, childbirth or related medical condition or because the individual was a victim of domestic violence, sexual violence or stalking.