



## **Staff Attorney – Neighborhood Association for Inter-Cultural Affairs (N.A.I.C.A.)**

N.A.I.C.A. provides free legal services to low-income individuals and families in the Bronx. Our mission is to empower tenants and preserve affordable housing through advocacy and legal representation,.

### Salary

Law Graduate- \$70,000; Tier one staff attorney-\$85,000, Tier two staff attorneys- \$100,000, Tier three staff attorney- \$113,000, Supervising Attorney \$123,000.

### Roles, Responsibilities, and Essential Duties

- Represent low-income individuals families in housing-related litigation – in particular non-payment, holdover, ejection actions, NYCHA termination hearings and repairs-related cases in housing court, civil court and NYCHA legal department;
- Advocate for clients with various administrative agencies for matters including rent overcharge, harassment, public assistance, rent arrears grants, and Section 8 benefits;
- Handle full case load after an intake has been conducted including all negotiation/litigation, including motion practice and trial, to resolution;
- Take part in and conduct know-your-rights trainings, housing clinics and workshops;
- Conduct legal research, write legal memoranda

### Qualifications/Educational Requirements

- Admitted, or pending admission, to the New York State Bar;
- Demonstrated commitment to social justice work;
- Experience representing or working with tenants, or low-income individuals and households;
- Familiarity with New York State and City housing-related issues and laws;
- Strong research and writing skills;
- Fluency in Spanish is preferred but not required.
- Computer Skills: To perform this job successfully, an individual should be comfortable operating Microsoft Office programs, especially Outlook, Word and Excel.

### Physical Requirements

Frequent travel between office and court, especially Bronx Housing Court.

### Work Environment

Office and court settings;

Staff attorneys may need to visit clients in their homes.

### How to Apply

Applicants should submit a cover letter, resume and writing sample. Applications are due by January 31, 2024, but all applications will be considered on a rolling basis.

No telephone calls, please.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of this position and title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job related task other than those specifically presented in this description. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.