

The Legal Aid Bureau of Buffalo, Inc.  
Appeals and Post-Conviction Unit  
Staff Attorney

**The Legal Aid Bureau of Buffalo, Inc.** is seeking a Staff Attorney to perform a variety of appellate activities in criminal appeals on behalf of indigent appellants, as assigned by the courts, convicted in various counties in Western New York. When necessary, may be called upon to also respond to People's appeals or perfect appeals on behalf of parents seeking to appeal decisions of the Family Court.

Staff attorneys are responsible for handling every aspect of the appeals that are assigned to them, upon receipt of the file through the outcome of the case in the appellate court, and, as necessary, the outcome of any leave application filed with the Court of Appeals (the state's highest court). Staff Attorneys handle the appeal in the Court of Appeals in the event that an application for leave is granted. They also investigate cases for potential post-conviction issues, and file such motions as are appropriate.

### **Why Join Us?**

- **Desirable Work-Life Balance:** Enjoy a typically 40-hour work week, allowing you to balance your professional and personal life effectively.
- **Competitive Pay:** Earn a salary ranging from \$81,000 to \$119,000, commensurate with your experience.
- **Comprehensive Benefits Package:**
  - Medical, dental, and vision benefits for you and your dependents.
  - Generous vacation, personal, and sick time.
  - Paid parenthood leave plan
  - 401(k) retirement plan.
  - Long-term disability insurance, short-term disability insurance, supplemental term life insurance, and other voluntary insurance offerings
  - Parking expense reimbursement plan, transit plan, and a flexible spending account.
- **Union Position:** Be part of a supportive and collective bargaining environment.
- **Public Service Student Loan Forgiveness:** Eligible for the Federal Public Service Loan Forgiveness Program and the New York State Higher Education Services Corporation Loan Forgiveness Program.

### **Key Responsibilities:**

- Reads transcripts of case.
- Takes notes from transcripts and prepares a transcript summary for use in drafting appeal.
- Discerns legal issues from the transcript and/or client questionnaire and necessary researching of law.
- Researches possible legal issues; chooses appropriate issues for brief and discards issues that are non-meritorious or less than meritorious, keeping in mind the obligation to provide "meaningful representation" as that term has been defined by the Court of Appeals.
- Drafts the necessary briefs, including but not limited to appellant's principal and reply briefs in criminal and Family Court appeals. Where the Bureau represents the defendant on a People's appeal, drafts the responding brief.

- Corresponds with the client, and where the client is incarcerated, either visits client at correctional facility or discusses case with client via confidential phone call with the facility. Out-of-custody consultation with some clients occurs as well.
- Corresponds with the trial attorney, as necessary.
- Where the Bureau represents the appellant, prepares stipulation to the record on appeal and submits to the relevant opposing parties; speaks with opposing counsel as necessary until an agreement on the contents of stipulation is reached.
- Where the Bureau represents the appellant, gathers physical documents for appendix and submits to Appeals and Post-Conviction Unit investigator for numbering and copying.
- Meets regularly with the Appeals and Post-Conviction Unit supervisor, in intervals determined by that supervisor, to discuss status of cases.
- Keeps abreast of recent developments in criminal and Family law.
- Disposes of a satisfactory number of cases per calendar year, the number to be determined by supervisor.
- Performs other duties as assigned by Appeals and Post-Conviction Unit supervisor, including, but not limited to, participation in moot court sessions and arguing cases in court.

#### **Employment Standards:**

- Active membership in the State Bar of New York and
- Experience as an attorney in the practice of criminal or Family Court appeals preferred; or
- A combination of training, education and experience that is equivalent to the above employment standard and that provides the required knowledge and abilities.
- Computer proficiency, including, but not limited to, word processing skills and computerized legal research.

#### **Additional Requirements:**

- Possession of a valid New York State Driver's License and access to a registered, insured vehicle available for use during working hours, or demonstrated capacity to meet the transportation needs of the position.

**The Legal Aid Bureau of Buffalo, Inc.** values diversity and is an Equal Opportunity Employer. We encourage applications from minorities, females, disabled individuals, veterans, and individuals of all sexual orientations and gender identities.

**How to Apply:** Please send your cover letter, resume and writing sample to [resume@labuffalo.org](mailto:resume@labuffalo.org) or mail them to:

The Legal Aid Bureau of Buffalo, Inc.  
 Attention: Human Resources  
 290 Main Street, Suite 400  
 Buffalo, NY 14202

Interviews will be conducted on a rolling basis. We look forward to welcoming a new member to our dedicated team.