Attorney in Charge

Poughkeepsie Full Time

Salary Range: $160,000.00 To $180,000.00 Annually

About Us

For more than 50 years, Legal Services of the Hudson Valley (LSHV) has been providing free, high-quality legal counsel in civil matters when basic human needs are at stake, including eviction and foreclosure prevention, domestic violence, disability, elder law, healthcare, consumer fraud and more. Our services support almost 600,000 poor and low-income families and individuals who cannot afford an attorney in our seven-county service area. With the gap separating those who can and cannot afford legal representation widening each day, we work to ensure that everyone has equal access to justice, regardless of their ability to pay. As the only provider of comprehensive civil legal services in the lower and mid-Hudson Valley (Westchester, Putnam, Dutchess, Rockland, Orange, Ulster and Sullivan), LSHV is proud to have handled over 12,000 cases impacting nearly 30,000 household members, including 10,000 children last year. LSHV is made up of ten offices and a dedicated and highly skilled staff of attorneys, paralegals, and administrative professionals.

Legal Services of the Hudson Valley is dedicated to building a highly skilled workforce that reflects the communities we serve and where everyone feels supported to bring their authentic selves to work. We are committed to promoting equity for all, and we continuously review and strengthen our processes and practices to support our staff, clients, and the communities we serve. Respect is a cornerstone of relationships among our staff.

Position Description:
Reporting to the Chief Program Officer, the Attorney in Charge will be responsible for the supervision of the Supervising Attorneys, Staff Attorneys, paralegals, and support personnel. This includes being responsible for the quality and quantity of legal representation and advocacy provided by his/her staff. In addition to supervision of legal work, the AIC will coordinate with Grants and Finance Departments to ensure compliance with grant requirements and staffing. The successful candidate will have a depth of knowledge of management responsibilities and demonstrate excellence in analysis, research, writing, and litigation in various substantive legal areas

Job Description

- Oversee the daily office operations and staff of attorneys, paralegals, support personnel, interns, and volunteers
- Assign cases, review and evaluate the casework from intake to closing
- Ensure adherence to program and case handling standards, LSC and funder requirements, and the highest professional standards
- Collaborate with Grants and Finance Departments on grant compliance and staffing
- Evaluate staff members and guide professional development of both staff and attorney managers
- Work with management team to plan and coordinate program services
- Spearhead impact and/or affirmative litigation;
- Foster and encourage teamwork and communication
- Reinforce and maintain staff development and accountability
- Develop and maintain community support and relationships with community-based organizations and other stakeholders
- Establish and cultivate relationships with legislative, executive, and court personnel (Federal, state, and local)
- Develop and implement community outreach and legal education activities

Qualifications:

- Admission to NYS Bar
- Two or more years of supervisory experience
- Supervisory and management experience
- Six or more years of legal and litigation experience
- Experience of litigating in various legal fora, including state and federal courts
- Excellent oral and written advocacy skills
- Excellent litigation skills and experience litigating individual and group cases

- Demonstrated commitment and experience in public interest law
- Experience supervising and mentoring others
- Demonstrated leadership ability
- Excellent interpersonal, communication and organizational skills
- Proficiency in languages other than English is desirable

Salary: $160,000- $180,000, DOE, with excellent benefits including medical, dental, vision, life insurance, and long-term disability coverage, as well as a defined contribution to 403b, loan repayment assistance, and paid parental leave. Professional development includes access to job-related training and a Mentoring Program. This position may work from home up to two days per week, depending on office needs.

Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, pregnancy, genetic information, disability, status as a protected veteran, or any other protected category under applicable federal, state, and local laws.

If you have a disability and you believe you need a reasonable accommodation to search for a job opening or to submit an online application, please email us at accommodate@lshv.org or call 914-949-1305 This email is created exclusively to assist disabled job seekers whose disability prevents them from being able to apply online. Only messages left for this purpose will be returned.

Apply for Attorney in Charge using the link below:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=f7851cad-0ee5-4966-a07d-95b3052624d4&ccId=19000101_000001&lang=en_US&jobId=9201853239156_1&&source=EN