

Legal Assistance of Western New York, Inc. ®

Staff Attorney Ithaca

We provide free legal aid to people with civil legal problems in western New York.

www.lawny.org

Staff Attorney- Ithaca

The Ithaca office of Legal Assistance of Western New York, Inc. ® has an immediate opening for a Staff Attorney. This is a Re-entry and Employment Specialist position, providing civil legal assistance to former criminal offenders and other disadvantaged persons in removing barriers to employment. The Re-entry and Employment Specialist will:

- Provide direct representation to persons seeking to remove or mitigate barriers to employment, such as license suspension/revocation, criminal record errors, and application for Certificates of Relief, among other civil legal issues;
- Work with community partner agencies to create protocols and facilitate referrals, as well as work with the local bar and law schools/colleges to recruit volunteers;
- Develop materials to publicize the project to a variety of audiences; and
- Deliver presentations on employment and barrier-removal topics;

Legal representation to be performed includes the full range of practice matters handled by the program at the Administrative, Trial Court and Appellate levels. Duties may include representation of eligible clients in various civil matters as they relate to Re-entry and Employment. Substantial involvement with the Courts, administrative tribunals and the private bar is expected.

Legal Assistance of Western New York, Inc. is a not-for-profit law firm which provides civil legal services to low-income clients in a fourteen county area of western New York including the Finger Lakes and Southern Tier region. The Ithaca office directly serves residents of the counties of Tompkins and Tioga Counties. Our staff work together across areas of specialization to bring a holistic approach to addressing law related issues affecting our clients and communities.

Requirements: Admission to the New York State Bar is required and at least two years of experience is preferred. 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. Attorneys admitted in another jurisdiction may qualify for a practice order for up to (18) months pursuant to a court

rule.

Experience with the courts and agencies in Tompkins and Tioga Counties is an advantage but not a requirement. Applicants must have excellent legal advocacy and writing skills and be able to communicate effectively with people from diverse backgrounds and cultures. In addition, applicants should demonstrate a strong commitment to helping low income and disadvantaged people overcome barriers to housing, medical and income supports.

Salary: Salary is dependent on experience and based on a pay scale with annual increments. Entry level salary for a Staff Attorney is \$46,500 increasing to \$52,600 for an attorney with five (5) years of experience. LawNY, Inc.® provides an excellent health and benefit package as well as generous leave provisions.

Procedure: Applicants should submit a letter of interest, resume, (3) references and a writing sample to Gregg A. Thomas, Managing Attorney by email to: lawnyapplications@lawny.org. Applications will be accepted until January 26, 2018 for external candidates.

Legal Assistance of Western New York, Inc.® (LawNY) is 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 considered exempt pursuant to the Fair Labor Standards Act.

Printed: April 23, 2019

<http://www.lawny.org/node/192/staff-attorney-ithaca>

©Legal Assistance of Western New York, Inc. ®