

## Legal Assistance of Western New York, Inc. ®

Legal Services Sup

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

[www.lawny.org](http://www.lawny.org)

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## Legal Services Supervising Attorney (2 Positions)

### **LEGAL SERVICES SUPERVISING ATTORNEY (ELMIRA, NY)**

The Elmira office of Legal Assistance of Western New York, Inc. ® has an immediate opening for (2) Supervising Attorneys to provide leadership and supervision in the delivery of comprehensive legal services to eligible clients. In addition to supervising other designated staff members, duties include providing direct services across the full range of general practice matters handled by the program at the Administrative, Trial Court and Appellate levels. Representation of eligible clients is expected in various civil areas including: Landlord/Tenant, Public Housing, Foreclosure, Public Benefits, Family Law and other matters within program priorities. Substantial involvement with the Courts, administrative tribunals and other agencies is expected.

**Program:** 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 Elmira office directly serves the residents of Chemung and Schuyler Counties. Program staff include attorneys and paralegals who work across areas of specialization to bring a holistic approach to addressing issues affecting our clients and communities.

**Requirements:** Admission to the New York State Bar and three or more years of legal experience is required. Experience with the courts and agencies in Schuyler and Chemung 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.

**Salary:** Salary is dependent on experience and based on a pay scale with annual increments. The entry-level salary for a Supervising Attorney is \$53,100 increasing to \$62,150 for an attorney with ten years of experience. LawNY, Inc.® provides an excellent health and benefits package as well as generous leave provisions.

**Procedure:** Applicants should submit a cover letter describing their interest and qualifications, resume, legal writing sample and (3) references to the attention of Thomas Dubel, Managing Attorney. Please send your application materials via email to: [lawnyapplications@lawny.org](mailto:lawnyapplications@lawny.org) by **March 15, 2019**, in order to ensure full consideration. Candidates can also apply via Indeed.com.

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.

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