

# **LEGAL AID OF MARIN**

## **Supervising Attorney – Civil Litigation**

**About Legal Aid of Marin:** The mission of Legal Aid of Marin is to provide access to the civil justice system to low-income, vulnerable and otherwise underserved residents of Marin County, and to strive for practical solutions to client problems through quality legal service. We believe every Marin resident, regardless of age, race, income or immigration status, deserves an opportunity for dignity and freedom from exploitation. We believe Marin County can and should be an equitable place that includes, welcomes, and protects all.

**Job Title:** Supervising Attorney

**Status:** Full time, exempt position (1.0 FTE). Part-time possible DOE. Monday-Friday, with occasional night and weekend events or meetings

**Reports To:** Executive Director

**Purpose:** To supervise legal work by attorneys practicing in Legal Aid of Marin’s core practice areas (housing law, employment law, and civil fines and fees); to provide direct legal assistance in Legal Aid of Marin’s core practice areas, with particular emphasis on housing law.

### **Essential Functions:**

- Supervise legal work by attorneys practicing in Legal Aid of Marin’s core practice areas (housing law, employment law, and civil fines and fees)
- Serve as counsel in Legal Aid of Marin litigation, and mentor Legal Aid of Marin attorneys in civil litigation
- Carry a caseload in the areas served by Legal Aid of Marin, with particular emphasis on housing and employment law
- Conduct and supervise intake interviews, represent clients in court and administrative hearings, provide limited scope services and brief advice
- Initiate affirmative litigation, including multi-plaintiff and class actions as well as policy advocacy where appropriate, in response to client needs and in accordance with LAM’s mission and resources
- Community outreach: meet with clients off site when needed; make presentations to community organizations about Legal Aid services and/or legal issues
- Monitor grant deliverables and grant compliance; contribute to grant reports
- Keep records and develop protocols as needed for purposes of managing cases and litigation, measuring outcomes, determining client satisfaction, and grant reporting and timekeeping
- Assist with agency fundraising efforts and attend fundraising events
- Other duties as assigned

### **Essential Qualifications:**

- A minimum of 5 years of civil litigation experience
- Eligible to practice law in California
- Demonstrated commitment to Legal Aid of Marin's mission
- Genuinely enjoy and be motivated by working directly with low-income clients
- Demonstrated ability to serve members of Legal Aid of Marin's diverse client communities with sensitivity and competence
- Strong interpersonal skills and ability to work pro-actively as part of a dynamic team
- Strong time management skills and the ability to organize time, manage diverse activities, and meet critical deadlines with minimal supervision
- Excellent written and oral communication skills
- Facility with data management and reporting
- Strong attention to detail
- Enjoy a fast-paced, ever-changing environment
- Able to transport throughout the County

### **Desired Qualifications:**

- Prior experience supervising legal work or similar type experience
- Experience in eviction defense, affirmative housing advocacy and litigation, fines and fees legal issues, and/or wage & hour and employment litigation
- Knowledge of immigration and/or family law
- Spanish language fluency

**Compensation:** \$70,000-\$90,000 annually DOE. Legal Aid of Main benefits include fifteen holidays, vacation, sick leave, a health insurance allowance, and retirement plan participation.

**To Apply:** Please send cover letter, resume, writing sample, and three references to: Vivian Alatorre, Operations Manager, at [valatorre@legalaidmarin.org](mailto:valatorre@legalaidmarin.org). Review of applications will begin immediately and continue until the position is filled.

Legal Aid of Marin is committed to cultivating and sustaining a diverse workplace and strongly encourages women, persons of color, LGBTQQI individuals, veterans, persons with disabilities, and persons from historically underrepresented groups to apply. Legal Aid of Marin is an equal opportunity employer and refrains from discrimination based on race, color, religion, national origin, ancestry, gender, gender identity or expression, citizenship status, military or veteran status, or any other characteristic protected by law.