



Domestic Violence and Family Law Staff Attorney

SUMMARY

Community Legal Services, Inc., (CLS) is seeking a full-time Staff Attorney to provide legal representation and advice in Domestic Violence and Family law matters. The attorney will be tasked with providing same-day and extended scope representation at the Hyattsville and Upper Marlboro courthouses. They will also be tasked with staffing our in-person Family Law Clinic for the Self-Represented, which provides legal advice and assistance with completing court forms, to individuals who wish to represent themselves. The attorney will be expected to represent clients in Temporary and Final Protective Order hearings, divorce and custody proceedings, and other family law matters. We are seeking a candidate who is self-driven and passionate about helping low-income and underserved individuals receive access to legal representation. This position will require in-person court appearances, networking and interacting with court staff and other legal services providers, and attending community outreach events. This position is grant funded and contingent on funding.

KEY JOB RESPONSIBILITIES

- Screen clients for eligibility and make community and legal resources referrals, as appropriate.
- Provide legal representation and advice to clients in domestic violence and family law matters. Representation may include providing same-day, extended, and/or limited-scope representation.
- Conduct preliminary and subsequent interviews and factual investigation with clients, and conduct legal research as needed.
- Develop case theory and strategy for the representation of clients.
- Draft client motions and pleadings as appropriate.
- Answer client calls and assist with intakes.

- Utilize CLS's legal databases to maintain client case information, records, and case outcomes.
- Periodically review legal databases to ensure client information is correct, and to ensure that cases are updated and closed whenever services are provided to clients.
- Coordinate and attend trainings and community outreach events on behalf of CLS.
- Assist with grant management which may include reviewing legal databases to ensure the accuracy of client reporting, writing grant reports, and reporting on the number and types of cases handled, and the number of clients served.
- Perform additional duties as assigned and within the scope of the essential functions of the position.

SKILLS AND REQUIREMENTS

- Must possess a Juris Doctor degree from an accredited law school.
- Must possess 2+ years of civil litigation and/or law school clinic/internship experience.
- Must be a member of the Maryland bar in good standing (if licensed out of state, must have the ability to waive into Maryland within 2 years of the acceptance of the position).
- Must demonstrate strong legal research and writing skills.
- Must possess proficient skills in the use of computer applications including electronic databases, case management systems, Microsoft Word, Excel, and PowerPoint.
- Must possess excellent communication skills, both oral and written.
- Must possess strong critical thinking, problem-solving, and conflict resolution skills.
- Must possess a willingness and ability to network, build partnerships, and spread awareness of CLS programs.
- District court and/or Circuit Court litigation experience is preferred.
- Knowledge of family law and domestic violence statutes and case law matters is preferred.

- Must be available to report to in-person work location(s) between the hours of 8:30 AM-4:30 PM, Monday through Friday. This applies even if an employee was previously granted permission to work remotely.
- Spanish language proficiency is preferred.

BENEFITS

- Three weeks paid vacation
- 7 days of paid sick leave
- \$50,000 life insurance
- Short-term and long-term disability insurance
- Dental insurance
- Health insurance
- 403(b) retirement plan through Mutual of America

SALARY

\$74,000 or commensurate with experience

If interested in applying, please email your resume and a writing sample to Ivy Finkenstadt at Finkenstadt@clspgc.org

