



Family Law/ General Civil Supervising Attorney

Job Description

Reports to: Deputy Director, Executive Director

Classification: Exempt

Hours of Work: Full-time, 8:30 AM to 4:30 PM (Minimum of 35 hours per week)

Work Location: Hybrid, in-person, and remote (Attorney may be permitted to work remotely when not in court or at their designated office location)

Overview: The mission of Community Legal Services, Inc., is to support, educate, and advocate for individuals, families, and communities by providing free, high-quality legal services that protect fundamental rights, ensure equal access to justice, and uplift those we serve. Our services are free to our clients and involve civil legal education, advice, and representation. CLS currently has six legal clinics consisting of phone and in-person services, and through these clinics, we provide representation to thousands of clients each year. CLS's core values are to continue to grow in ways that effectively and efficiently meet the legal needs of our clients, provide legal services through a holistic approach, reduce barriers to receiving legal services, and provide high-quality legal services to all individuals regardless of the client's ability to pay.

Position Summary: This Supervising Attorney is responsible for supervising the family law, domestic violence, and general civil law staff attorneys and support staff. The Supervising Attorney is also responsible for training and mentoring staff, outreach for their programs, assisting with grant reporting, and handling their own caseload.

Supervisory Responsibilities: The Supervising Attorney supervises attorneys and support staff, including Legal Assistants, Paralegals, and Contract Attorneys.

Key Job Responsibilities:

1. Supervise staff attorneys and support staff to ensure high quality legal representation is provided to clients.

2. Review specific cases from a legal standpoint, as necessary, to provide guidance to intake personnel so that a determination can be made as to whether it would be appropriate for CLS to accept a particular case.
3. Monitor substantive legal work of staff attorneys and provide advice and guidance through mentoring and training.
4. Guide the professional development of staff by co-counseling cases, reviewing substantive work, providing meaningful assessments and evaluation of advocacy efforts, and addressing training needs.
5. Assist with grant management and reporting which may include reviewing legal databases to ensure the accuracy of client reporting, writing grant reports, reporting on the number and types of cases handled, and the number of clients served, and assigning grant reporting duties to direct reports.
6. Work closely with task forces, workgroups, and community partners to identify systemic barriers to legal services and develop strategies to address these barriers.
7. Represent and grow your own caseload to continue your practice as an attorney.
8. Perform additional duties as assigned and within the scope of the essential functions of the position.

Required Qualifications:

- Must possess a Juris Doctor degree from an accredited law school.
- Must possess 5+ years of civil litigation experience.
- Must be a member of the Maryland bar in good standing (or can waive in within 2 years of the acceptance of the position).
- Must have experience supervising attorneys.
- Must be able to use a computer, web-based applications, and computer programs such as Microsoft Word, Outlook, Excel, and PowerPoint.
- Must demonstrate a passion for CLS's mission and clientele.

- Must demonstrate a strong ability to multitask and handle job responsibilities with minimal supervision.
- Must possess excellent communication skills, both oral and written.
- Must be able to work both independently and collaboratively.
- Must possess strong critical thinking, problem-solving, and conflict resolution skills.
- Must possess a willingness to attend, coordinate, and participate in outreach events and trainings.
- Must possess a willingness and ability to network, build partnerships, and spread awareness of CLS programs.
- District Court and/or Circuit Court litigation experience preferred.
- Experience working with nonprofit legal services providers 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.

Working Conditions, Environment and Physical Requirements:

This is a hybrid position which primarily operates in an office environment. Attorneys may be permitted to work remotely when not in court/ their primary office location. Some driving will be required to get to and from the attorney's designated office location. This position requires standing, sitting, and walking. Light to moderate lifting may be required.

Equal Opportunity Employer

CLS is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals and do not discriminate, and will not tolerate discrimination on the basis of race, certain traits associated with race, ethnicity, color, religion, sex, pregnancy, gender, gender identity or expression, sexual orientation, age, national origin or ancestry, genetic information, political affiliation, physical or mental disability, military or veteran status, or any other protected status under federal, state or local law. Our employment decisions are solely made according to qualifications for the positions.

Employee Acknowledgement:

I have read and understand and acknowledge the requirements for this role.

Employee Signature

Date