

**POSITION ANNOUNCEMENT (September 2020)
ROCHESTER, NEW YORK
FULL-TIME SUPERVISING ATTORNEY**

POSITION OVERVIEW:

The Rochester office of Legal Assistance of Western New York, Inc.® (LawNY) has an immediate opening for a Supervising Attorney. LawNY is a not-for-profit law firm providing civil legal services to low-income clients in a 14-county area of western New York, including the Finger Lakes and Southern Tier regions. LawNY's Rochester office serves individuals in substantive legal areas related to income, health and housing. The Rochester office is expanding and seeks a dynamic individual to lead an interdisciplinary team of attorneys and paralegals.

We expect to have immediate supervision needs in housing discrimination and health-related legal services, but we encourage applicants with a wide range of substantive legal experience to apply. We expect those that fill this position to grow and adapt their practice to the needs of the community and the organization, and place an emphasis on supervision skills and the ability to practice in multiple forums.

The applicant must have the caring, patience, and emotional maturity to help low-income people overcome crisis situations. Due to COVID-19, LawNY staff are working remotely all or part of the week. LawNY maintains an extensive safe operations plan and seeks to ensure the safety of both our staff and our clients. All staff are still required to fulfill their professional obligations, which will require direct in-person contact with clients and in person appearances in court or administrative agencies as needed to perform the functions of their role.

LawNY is committed to equitable inclusion across race, gender, sexual orientation, gender identity, age, ability, sex, religion, economic circumstances, ethnicity, national origin, and culture.

PRIMARY DUTIES

- Supervise an interdisciplinary team of attorneys, paralegals and administrative staff.
- Maintain a limited caseload, including representation of eligible clients in various civil matters within one or more LawNY program priorities.
- Implement projects and programs related to direct legal representation as well as outreach and education.
- Review and approve supervisee timekeeping and data entry; maintain thorough and timely case and file management and ensure compliance by supervisees under the program rules specified by the Legal Services Corporation and other funders in addition to LawNY's internal policies.



- Collaborate with other human services providers, non-profit organizations and community groups as well as the courts, administrative tribunals and the private bar to address legal problems within our community.

REQUIREMENTS:

- Admission to the New York State Bar with at least three years of practice experience.
- Litigation and advocacy experience in state and federal court and/or administrative forums.
- Excellent analytical and critical thinking skills.
- Ability to work under deadline and manage multiple tasks.
- Strong interpersonal and communication skills, including a commitment to providing trauma-informed services.
- Dedication to serving all clients.
- Significant commitment, skills, and experience in mentoring and training less-experienced attorneys, paralegals and other staff.
- Willingness to support staff in their pursuit of career advancement and professional development.
- Humility in working with colleagues and clients across the spectrum of diversity, including race, ethnicity, gender identity, sexual orientation, socio-economic status, immigrant status, religious identity, physical and mental disabilities, and/or limited English proficiency.

PREFERRED:

- Admission to and experience within Federal Court.
- Prior legal experience with low-income and other oppressed communities and clients.
- Understanding of the principles of race equity analysis and the intersection of racism and poverty and their application to LawNY's organizational life and to our work.
- Passion for social justice and commitment to the mission of LawNY.
- Lived experience with our client communities highly desired.
- Ability to use Google Drive/GSuite, Word, and Excel; database programs a plus.

SALARY AND BENEFITS:

Salary is dependent on experience and based on a pay scale with annual increments. The beginning salary for a Supervising Attorney with five years of legal services experience is \$61,500, as per the LawNY salary scale. LawNY also provides an excellent package of fringe benefits including health, disability and life insurance as well as generous leave provisions.





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Fax: (585)325-2559
Website: www.lawny.org

HOW TO APPLY:

Applicants should submit a letter of interest, resume, three references, and a writing sample to Lori M. O'Brien, Deputy Director. All applications and inquiries should be sent by email to lawnyapplications@lawny.org only. Applications will be reviewed until the position is filled.

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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