



NEIGHBORHOOD LEGAL SERVICES

Because Justice is for All

HELPLINE STAFF ATTORNEY—NEIGHBORHOOD LEGAL SERVICES PITTSBURGH OFFICE

Neighborhood Legal Services (www.nlsa.us) is seeking a full time helpline staff attorney for our Pittsburgh, PA office to provide the highest quality legal representation by giving telephone advice in a variety of substantive areas to clients and to handle all functions related to casework in a high volume, general law practice.

NLS is the major provider of civil legal aid to low-income, elderly and abused individuals in our four-county service area. The staff attorney will work with attorneys, paralegals, social workers, students and others on cases or projects, engage in and support community education, participate in the local bar association, participate in fundraising efforts, and cooperate with NLS management to ensure compliance with all regulations and funding requirements of the program. This is a bargaining unit position.

Requirements

- admitted to practice in Pennsylvania, or eligible for admission in Pennsylvania
- experience in Housing/Landlord Tenant law preferred
- computer knowledge and appropriate use of Word, Excel, PowerPoint, Microsoft Outlook and Teams
- demonstrated organizational skills
- must have efficient transportation to locations other than the NLS office, as needed for work
- excellent writing skills

Job Duties

- maintains a caseload
- provides advice over the phone and meets with clients as needed
- sends follow up letters explaining legal advice given
- performs legal research; keeps the Managing Attorney advised of the status of cases
- evaluates the strengths and weaknesses of cases
- negotiates case resolution with opposing parties, opposing counsel

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W WWW.NLSA.US



LEGAL SERVICES CORPORATION

Funded, in part, by the Commonwealth and through a contract with the Pennsylvania Department of Community and Economic Development (DCEd). The official registration and financial information of Neighborhood Legal Services may be obtained from the Pennsylvania Department of State by calling toll-free within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement. Federal regulations applying to NLS require that we notify all donors that no funds can be expended by NLS for any activity prohibited under P.L. 104-134 or otherwise prohibited by 45 C.F.R. §1600 et seq.



- fills in for other attorneys as needed
- meets with partner agencies and local community/agency advocates. Attends required meetings and seminars
- consults with other attorneys and attends staff meetings and training seminars as required
- maintains knowledge and skills in current case decisions and legislation
- attends training sessions on current legal updates and reads legal materials to update professional knowledge
- organizes and maintains files and records of a confidential, complex or otherwise sensitive nature
- coordinates, conducts, or otherwise participates in community outreach events
- performs all other duties as may be requested by the Managing Attorney, Director of Advocacy, Director of Program Performance and Compliance, Litigation Coordinator or Executive Director

Benefits

- salary is dependent on experience in accordance with the Collective Bargaining Agreement; starting salary for a new law graduate is \$45,000.
- Excellent benefits with health care premiums paid by employer, generous vacation and other leave.

How to Apply

Email cover letter, resume, three work references and a relevant writing sample to Catherine Martin, Director of Advocacy: martinc@nlsa.us. Interviews will begin shortly.

NLS is an Equal Employment Opportunity and Affirmative Action Employer committed to the value of workforce diversity. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, gender identity, national origin, physical or mental disability, protected veterans, genetic information, or sexual orientation.