



NEIGHBORHOOD LEGAL SERVICES

Because Justice is for All

VOCA STAFF ATTORNEY POSTING **TWO POSITIONS AVAILABLE**

Please send letter of interest and CV or Resume to mckeownd@nlsa.us
Positions will remain open until filled.

Job Title: VOCA Staff Attorney

Location: 1 in the Beaver County Office and 1 in Butler County Office

JOB SUMMARY:

The VOCA Staff Attorney provides the highest quality of legal representation and handles all functions related to case work in a high-volume, general law practice. This work involves providing legal representation to crime victims seeking relief under the Sexual Violence or Intimidation Protection Act and the Protection from Abuse Act; in need of representation with custody matters which will improve victim safety and the safety and well-being of the victim's children; and who may require representation on housing, expungement, and consumer matters.

Legal representation may include providing advice, limited services, referral, and/or extended representation. The VOCA Staff Attorney is specially trained in domestic and sexual violence dynamics and trauma and works with attorneys, paralegals, social workers, law students, domestic violence advocates, and others to ensure that the emergency needs of each applicant are being explored and pursued.

DUTIES/RESPONSIBILITIES:

- Screen clients for eligibility and make referrals, as needed;
- Conduct preliminary and subsequent interviews with clients;
- Conduct factual investigation, analysis, and legal research, as needed;
- Develop case theory and strategy for the representation;
- Keep clients informed on an ongoing basis and provide counsel about their options;
- Prepare pleadings, including but not limited to, complaints, answers, memoranda of law, briefs as may be needed;
- Prepare cases and represent clients in negotiations, hearings, trials, and appeals;
- Monitor client files and close files in a timely manner as required by program policy;
- Enter time in a timely manner pursuant to program policy;
- Maintain case files in accordance with NLSA standards.
- Stay current on the law

928 PENN AVENUE | PITTSBURGH, PA 15222-3799

P 1-866-761-6572

F 412-765-3223

W WWW.NLSA.US



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. §1800 et seq.



- Work collaboratively with the domestic violence and sexual violence programs in each respective county.

PROGRAM DEVELOPMENT

- Identify and work with management to address project sustainability;
- Assist with project evaluation

REQUIRED SKILLS/ABILITIES:

- Admitted to practice in Pennsylvania or admitted in another jurisdiction and eligible for admission in Pennsylvania;
- Strong computer knowledge and skills. Strong in Microsoft Office Suite
- Strong organizational skills and attention to details.
- Excellent interpersonal and client service skills
- Must have efficient transportation to locations other than the NLSA office as needed for work;

EDUCATION AND EXPERIENCE:

- Admitted to practice in Pennsylvania or admitted in another jurisdiction and eligible for admission in Pennsylvania;
- Receive specialized training on domestic and sexual violence dynamics and the impact of trauma so as to be able to provide trauma-informed services.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

NLS is an Equal Opportunity Employer.