

**Staff Attorney – (In Court Representation)
Part-Time**

Domestic Abuse Legal Advocacy Center, PSC (DALAC) is a 501(c)(3) non-profit organization that provides pro bono legal services to victims and survivors of domestic violence at shelters that it collaborates with here in Minnesota. DALAC has approximately 45 volunteer attorneys that provide pro bono legal services at monthly legal clinics and in-court representation for Orders for Protections and eviction expungements.

The staff attorney would be responsible for coordinating volunteer attorneys to provide in-court representation, overseeing in-court representation by the volunteer attorneys, being the supervising attorney for those volunteers who are student certified attorneys, and being the attorney of record for those matters in which a volunteer attorney was unable to commit to taking the case. In addition, the staff attorney would be responsible for any other duties as assigned by the Executive Director.

Duties and Responsibilities:

This position is approximately 86 hours per month (average 20 hours per week).

Assigns Order for Protection or eviction expungement to a volunteer attorney if a volunteer attorney is available and if a volunteer attorney is not available, then the staff attorney provides the in-court representation to qualified clients.

Makes certain that an executed retainer agreement is received prior to the client being provided any services.

Supervise student certified attorneys as required under the Student Practice Rules.

Attend court appearances with volunteer attorneys as necessary based on skill and experience of volunteer attorneys.

Conducts legal interviews as necessary.

Drafts petitions, motions, memorandums of law and other pleadings as necessary.

Research legal issues as needed.

Provide appropriate referrals to outside agencies and services.

Records all case data as needed to maintain compliance with funders and insurance.

Research legal issues as needed.

Staff Legal Clinics as needed.

Other duties as assigned.

Qualifications

Law Degree

Minnesota admission required.

At least one-year experience litigating domestic violence issues or civil issues.

Demonstrated excellence in writing skills, legal research and advocacy.

Attention to detail.

Commitment to aiding victims and survivors of domestic abuse.

Sensitivity to victims/survivors of domestic abuse.

Local travel is required, with a valid driver's license and reliable transportation.

Ability to work from a home office is required.

Wage

This position pays \$27.88 per hour.
Safe and Sick Leave as required under applicable ordinances.

Application Information:

Applicants should send their resume with a cover letter, three references and writing sample to Domestic Abuse Legal Advocacy Center, PSC, 962 St. Clair Ave., St. Paul, MN 55105. Applications will be accepted until position is filled.

DALAC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We will recruit, employ, pay and promote qualified applications and employees without regard to race, color, religion, gender, sexual orientation, national origin, disability, age or any other legally protected class.