



## LSNWJ Staff Attorney

Legal Services of Northwest Jersey (LSNWJ) is a provider of comprehensive civil legal assistance for people experiencing poverty that reside in Northwestern New Jersey. Serving residents of Hunterdon, Morris, Somerset, Sussex, and Warren counties. LSNWJ provides services in family, housing, consumer, public entitlements, health care access, and expungements. We are a community of highly experienced and dedicated legal services' attorneys and staff committed to access and equal justice for all.

LSNWJ has an opening for a Staff Attorney in our Somerville Office in Somerset County, New Jersey.

### Duties & Responsibilities:

- Provides civil legal service to clients and client groups including advice, negotiation, litigation, administrative advocacy and appellate work, pursuant to program priorities and policies.
- Interviews clients and ascertain substantive elements of the client's problem. Handles communications with clients during the course of representation.
- Conducts factual investigations; researches law; prepares legal pleadings and other documents; conducts negotiations.
- Provides representation to clients at court and administrative hearings.
- Develops specialized knowledge in substantive areas of poverty law.
- Provides training to other legal advocates; prepares materials relating to these presentations.
- Participates in committees, task forces, and working groups.
- Speaks to community groups, schools and others about legal rights and LSNWJ services; prepares materials relating to these presentations.
- Works with members of the private bar as may be necessary or desirable in connection with LSNWJ's pro bono program.

### Competencies:

- Good capabilities with technology.
- A team player.
- Good analytical, oral communication and writing skills.
- Working knowledge of and strict adherence to regulations, ethics, policies and procedures that apply to legal services programs.
- Thorough knowledge and understanding of and strict adherence to the Rules of Professional Conduct.
- Proficiency with a second language is a plus.

### Requirements:



- J.D. from accredited law school.
- At least two-years' experience as a practicing attorney.
- Licensed attorney of the State of New Jersey or licensed in another state and committed to seeking NJ Bar admission.
- Demonstrated commitment to public interest law.

Professional Expectations:

- Commitment to public interest.

LSNWJ and its regional partners provide extensive training that offers CLE credits and a network of community advocates throughout the state. The LSNWJ team is passionate about our work and creates a supportive, teamwork environment, with work-life balance. Staff engagement activities, program-wide community gatherings, and the employee assistance program's counseling and coaching promote a healthy work environment. We also offer a comprehensive benefits package that includes health, dental, and vision insurance, a health reimbursement account, generous paid time off, 401k, employer-paid tuition reimbursement, student loan repayment assistance, life and long-term disability insurance, flexible spending account, and paid parental leave. LSNWJ is a qualified employer for individuals seeking Public Service Loan Forgiveness (PSLF) through the Department of Education. Several members of our staff have achieved forgiveness under the PSLF program amounting to more than a million dollars in student loan forgiveness.

LSNWJ is an equal opportunity employer, including disability and protected veteran status. Applicants from diverse backgrounds are encouraged to apply. We invite candidates to include a statement of how their background and experiences might contribute to LSNWJ's diversity and cultural vitality.

How To Apply:

If you share our passion for equal justice, please email Nana Osafo at [nosafo@lsnj.org](mailto:nosafo@lsnj.org) with your resume, three references, one writing sample, and a cover letter. The position is available to start immediately. Applications will be reviewed on a rolling basis until the position is filled. Our office is currently operating on a hybrid schedule.