

**Jacksonville Area Legal Aid, Inc.**  
**Staff Attorney**

**JOB DESCRIPTION**

Jacksonville Area Legal Aid seeks a self-motivated and dedicated full-time staff attorney to work in its Housing Defense Unit and Consumer Advocacy and Litigation Unit

**ESSENTIAL JOB FUNCTIONS**

- Embrace and support JALA's mission, standards, policies and procedures, and confidentiality guidelines.
- Maintain a commitment and sensitivity to problems of economically disadvantaged and vulnerable populations.
- Perform intake interviews of applicants and assist in screening regarding eligibility for representation.
- Maintain a caseload commensurate with abilities in order to provide full and effective legal representation and advocacy in both consumer law and housing law matters.
- Maintain and grow knowledge in a specialized area of law, and competence in related areas of law, relevant to housing and consumer advocacy.
- Comply with all applicable regulations, policies, and grant requirements.
- Support, promote and participate in community education, outreach and developing good public relations with client community, state and local bar, and other community groups.
- Direct and monitor activities of paralegals, legal assistants, and/or volunteers.
- Ensure that all applicable client files, data, and reports are accurate and complete.
- Perform other duties and projects as needed to support JALA's mission.

**QUALIFICATIONS**

- Member in good standing of The Florida Bar.
- Civil trial practice experience in law school clinical setting and/or law firm.
- Strong organizational skills and ability to effectively communicate verbally and in writing.
- Approachable comportsment, and an ability to effectively engage a diverse constituency of individuals and community stakeholders.
- Demonstrate resourcefulness and ability to take initiative in development and completion of projects.
- Computer literate includes proficiency in Google and Microsoft applications.

**Salary/Benefits**

Salary commensurate with experience. Benefits package include, but not limited to, medical, dental, vision, long-term disability insurance, group life insurance, and a generous leave policy.

To apply, submit resume, minimum of two professional references, and salary requirements (if any) to:

La Verne Morgan Andreasen, Esq.  
Chief Human Resources Officer  
Jacksonville Area Legal Aid  
126 West Adams Street, Jacksonville, FL 32202  
Email: [resumehousing@jaxlegalaid.org](mailto:resumehousing@jaxlegalaid.org)

Jacksonville Area Legal Aid is an Equal Opportunity Employer.