



Staff Attorney - Clay County Office

Jacksonville Area Legal Aid (JALA) is a non-profit organization dedicated to providing legal assistance and advocacy for low-income individuals and families. We work to ensure access to justice and fair treatment in the areas of housing, consumer rights, family law, and other essential legal services.

JOB DESCRIPTION

JALA seeks a Florida licensed attorney to provide civil legal services regarding consumer and housing matters. This is a full-time position based in JALA's Clay County Office located in Green Cove Springs; and mainly serving Clay County residents.

ESSENTIAL RESPONSIBILITIES

- Embrace and support JALA's mission, standards, policies and procedures, and confidentiality guidelines.
- Maintain a full-time caseload commensurate with abilities in order to provide full and effective legal representation and advocacy in both consumer law and housing law matters.
- Develop and maintain specialized knowledge in consumer and housing matters, particularly landlord-tenant and homelessness prevention.
- Provides legal services to low-income clients and client groups regarding these matters including initial interview, advice, negotiation, litigation, and administrative advocacy.
- Interacts respectfully with clients from a wide range of backgrounds, with an awareness of the importance of cultural competence and humility.
- Collaborates with JALA colleagues, human services providers, non-profit organizations, and community groups as well as the courts, administrative tribunals, and the private bar to address legal problems within our community, including providing community legal education.
- Cooperates in all grant reporting requirements, program reporting, timekeeping, file maintenance, case closing, and compliance review.
- Maintains a high level of professional competence through attendance of training sessions, seminars, and conferences and individual efforts to keep abreast of current developments in the area of poverty law and the application of an equity lens to client service.
- Direct and monitor activities of paralegals, legal assistants, and/or volunteers.
- 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.
- 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.

What you get when you come to JALA

JALA is the premier litigation legal aid firm in the Southeastern United States. We are mission driven, and our team makes a difference in our community. As a JALA employee, you can expect immediate hands-on experience interviewing and counseling clients as well as litigating cases in Federal and State court. Staff are expected to take on challenging cases for our at-risk clients while being mentored and supported in taking on such cases. While there is a premium placed on initiative and self-motivation, you can expect to be supervised by lawyers who are recognized as subject matter experts in their field (JALA is the only law firm in Florida with *three* Florida Bar Consumer Protection Lawyers of the Year on staff, for example.) Our lawyers and paralegals regularly serve on local and statewide committees, and our lawyers have gone on to become hearing officers, magistrates, judges and administrative law judges. In addition to the opportunity to litigate early, our lawyers and staff are trusted as professionals - we have adopted a hybrid work environment (although not all positions are able to work remotely.) Regardless of what others may prefer, we embrace diversity and inclusion as a way to ensure we are the most prepared to offer the best and highest level of representation for our clients, as this is what they deserve from us.

Salary/Benefits

Salary commensurate with experience. Sign-on bonus. Benefits package include, but are not limited to, hybrid work model, medical, dental, vision, long-term disability insurance, group life insurance, 401(k) (match 100% of deferrals up to 6% of compensation), generous leave policy (13 paid holidays plus 22 personal leave days in first year, one-month sabbatical every four years), and membership in Access Perks, a private discount network.

To apply, submit resume, minimum of two professional references, and salary requirements to:

La Verne Morgan Andreasen, Esq.
Chief Human Resources Officer
Jacksonville Area Legal Aid
126 West Adams Street
Jacksonville, FL 32202
Email: resumeclay@jaxlegalaid.org

All employees must clear Florida's Level II background screening. Information on the background screening process can be found on the <https://info.flclearinghouse.com/>.

Jacksonville Area Legal Aid is an Equal Opportunity Employer