



## **Staff Attorney, Intake Unit**

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 full-time attorney for its Intake Unit in our downtown Jacksonville office. Applicant should have 1 to 4 years of legal experience in housing, consumer, family law, estate planning, and/or employment law. This job is a hybrid position with days of remote work and in-office coverage rotation, after an in-office training period.

### **ESSENTIAL JOB DUTIES**

- Assist with daily administration of walk-in applicants and emergencies, perform intake interviews in person and by phone for applicants, and assist in screening of clients for eligibility for full representation.
- Support units with rotation on intake calendars on dedicated days and times.
- Provide counsel for individuals seeking legal assistance on a myriad of legal issues.
- Handle a personal injury referral calendar and refer matters to partner agencies.
- Rotate to offsite locations as needed to handle in person intake appointments or outreaches and the ability to travel within our 17-county area.
- Direct and monitor activities of support staff, paralegals, and volunteers as requested by supervisor and/or management.
- Assist clients with brief services matters such as advanced directives, simple wills, name changes, identification issues, sealing and expunction of arrest records.
- Monitor legislative developments in areas affecting the low-income community.
- Support, promote and participate in community education, outreach and developing good public relations with client community, state and local bar and other community groups.
- Comply with all applicable regulations, policies and grant requirements.
- Assist with various projects, as needed.
- Perform other duties and projects as required by supervisor and/or management.

### **QUALIFICATIONS**

- Member in good standing of The Florida Bar.
- One (1) year civil practice experience.
- Computer literate includes proficiency in Google and Microsoft 365 applications.

- Strong organizational skills and ability to effectively communicate verbally and in writing with applicants, clients, and/or staff, as necessary.
- Able to follow policies and procedures of department and organization.

### **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: [resumeintake@jaxlegalaid.org](mailto:resumeintake@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