

## YWCA of Annapolis & Anne Arundel County

Job Title: Staff Attorney	Job Code: TBD
Department: Legal	Job Grade: TBD
Revision Date: 10/20/23	Fair Labor Standards Act (FLSA): Exempt

### Position Overview

Working under the supervision of the Legal Services Director, the Staff Attorney provides legal representation to victims of intimate partner violence. The ideal candidate should have a keen interest in litigation, excellent time management and work well in a team environment.

While many position responsibilities are outlined, it is understood that specific directives will be provided by the CEO, COO and the Director of Legal Services as they pertain to the effective and efficient operation of the organization.

*The Staff Attorney provides legal representation in Family Law and Protective Order hearings related to intimate partner violence.*

### Essential Job Functions

- Represent clients in intimate partner related protective order and attend hearings;
- Represent clients in divorce, custody, and protective order hearings;
- Provide clients with consultations/advice as to their rights and options regarding divorce, custody, child support, modifications, peace and protective orders, and criminal matters and provide referrals to other resources;
- Offer civil and criminal accompaniment, and civil legal advocacy to clients;
- Be proficient and timely in data collection and grant reporting;
- Maintain organized client files, including electronic files;
- Assist clients with pro se preparation and assistance in filling out court forms/pleadings;
- Assist with legal advocate responsibilities as needed, including, but not limited to, staffing the District Court YWCA Legal Services offices located in Annapolis and Glen Burnie;
- Consultation and coordination with other YWCA supportive programs, including Safe House Shelter and Counseling;
- Provide information, referrals, legal consultations, and advice to clients related to domestic violence and family law;
- Respond to legal information telephone calls as needed;

- Assistance in collating statistical reporting for various grant funders.

### **Non-essential Job Functions**

- As applicable: provision of legal information and training for the YWCA and community groups, supervision of a law student, supervision of interns, consultation with YWCA staff to develop a short and long-term safety planning for clients;
- Grant research and writing;
- Attend YWCA staff meetings;
- Participate in YWCA events and activities;
- Maintain knowledge/education through continuing legal education and independent research;
- Perform other duties as deemed necessary by CEO, COO, and the Director of Legal Services.

### **Requirements**

- Juris Doctorate degree from an ABA accredited law school;
- Admitted to practice in the State of Maryland and qualifies for a Certificate of Good Standing;
- One (1) year of experience involving protective order law, domestic violence and sexual assault law (civil and criminal), and family law;
- Knowledge of the dynamics of intimate partner violence (strongly preferred but not required);
- Proficient computer skills in Microsoft Office products such as Outlook, Excel, and Access; and
- Commitment to the mission and vision of the YWCA of Annapolis and Anne Arundel County.

### **Knowledge and Abilities:**

- Excellent verbal and written communication skills;
- Ability to remain calm when others are in crisis;
- Ability to work independently with sound judgment;
- Ability to work with culturally diverse groups of both genders;
- Knowledge of the dynamics of domestic violence;
- Ability to keep accurate records;
- Ability to communicate effectively with clients, co-workers, supervisors, representatives from community agencies, volunteers, and donor organizations;
- Committed to continuous improvement.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.