

# Legal Aid of Nebraska

**JOB TITLE:** Staff Attorney

**DEPARTMENT:** Native American Program (NAP)

**SUPERVISOR:** Native American Program Managing Attorney

**SALARY PLAN:** Attorney I,II, Full time, exempt

## GENERAL JOB DESCRIPTION

Provide direct legal assistance to Native Americans in Eastern Nebraska, with a focus on Native American survivors of domestic violence, sexual assault, stalking, and sex trafficking.

## MAJOR DUTIES AND RESPONSIBILITIES

- Handles a case load: evaluates potential cases to determine acceptance and extent of representation; identifies and gathers other information to assist in determining case acceptance; formulates legal opinions and recommendations based on investigation, interviews and legal research; represents clients in all aspects of their cases, including, but not limited to preparation of pleadings, research, discovery, negotiations, settlement, litigation and appeal, if appropriate and approved; educates clients regarding their legal options and the consequences of each, as well as processes and procedures involved in representing the clients' interests. Case load to include litigation in tribal and state courts, and with a focus on representing Native American survivors of domestic violence, sexual assault, stalking, and sex trafficking.
- Assists in community outreach efforts.
- Assists in community education and professional training in issues related to domestic violence, sexual assault stalking, sex trafficking, and other issues affecting NAP clients and the client community.
- Assists in developing culturally appropriate materials providing information about issues related to domestic violence, sexual assault stalking, sex trafficking, and other issues affecting NAP clients and the client community.
- Maintains knowledge of the current developments in the various substantive areas of law affecting NAP clients and the client community.
- Correctly applies and complies with LAN policies, procedures and mission statement and assists in implementing firm goals.

- Complies with LSC Regulations and record keeping in all the cases the individual Staff Attorney handles and activities in which the individual Staff Attorney is involved.
- Performs such other duties as are assigned by Managing Attorney or management.

## **QUALIFICATIONS FOR THE JOB**

### **Required Education:**

- Juris Doctorate from an accredited law school.

### **Required Licenses:**

- Licensed to practice law in the State of Nebraska and member in good standing in Nebraska Bar Association.

### **Desired Abilities & Qualifications:**

- Connection to Native American issues.
- A member of the client community.
- Expertise in tribal court practice.
- Expertise in domestic violence, sexual assault, stalking, and sex trafficking.
- Relevant experience in poverty law, with a legal aid program, or serving the client community in a way related to legal services.

### **Required Abilities & Qualifications:**

- Admitted to and in good standing with the Nebraska State Bar (or admission imminent.)
- Admitted to or willingness to become admitted to the Omaha, Ponca, Santee Sioux, and Winnebago Tribal Courts.
- Present ability (or willingness to develop) to manage a typical LAN caseload involving significant litigation.
- A commitment to provide legal services to low-income Native Americans in Nebraska.

- Awareness of the legal problems and needs of low-income Native Americans in Nebraska.
- Ability to communicate with persons in the client community.
- Ability to work effectively with other members of the firm.
- Ability to travel throughout Eastern Nebraska.
- Willingness to participate in the local bar and community.

### **Attorney I**

- Accountable to one of the following: Supervising Attorney, Managing Attorney, Director of Access, Director of Litigation and Advocacy or Executive Director.
- All attorneys begin as an Attorney I unless otherwise classified.

### **Attorney II**

- Accountable to one of the following: Supervising Attorney, Managing Attorney, Director of Access, Director of Litigation and Advocacy or Executive Director.
- Intermediate knowledge of poverty law and beginning supervisory skills.
- May supervise law clerks, interns, externs and volunteers.
- May be a Task Force leader.
- Automatically begins after 3 years at LAN.

### **KEY COMPETENCIES**

- Office Suite programs

### **PHYSICAL REQUIREMENTS**

- Minimal hazards. General office working conditions and any hazards associated with travel.

### **OTHER**

- This job description does not list all duties of the job. You may be asked to perform other duties and/or functions. You will be evaluated, in part, based upon our performance of the tasks listed in this job description.