



DNA - People's Legal Services

Managing Attorney Job Description

Requirements: Managing attorneys must be a graduate of an accredited law school and a member of the Arizona, New Mexico, or Utah bar association, or if licensed in another jurisdiction, able to gain admission to one of these jurisdictions within one year by motion or reciprocity. Must have three (3) to five (5) years of experience as an attorney in a legal aid organization or similar non-profit law firm with strong litigation skills; strong oral and written communication skills; the ability to travel and work throughout the DNA service area; competence in working with diverse individuals and communities, especially with Native Americans, persons of color, and other marginalized communities; a commitment to providing legal services to the poor; the ability to identify and successfully pursue strategic, systemic, and affirmative advocacy; good judgment, ability to handle stress, initiative, and willingness to work as a team; and ability to manage and supervise others, including the ability to mentor other students and law students. Managing Attorneys are supervised by a Senior Attorney.

Responsibilities:

- (a) Under the supervision of a Senior Attorney, the Managing attorney leads an office or unit to ensure that clients receive the full range of high-quality legal services.
- (b) Responsible for the day to day management and oversight of the office or project to which he or she is assigned.
- (c) Engages with client and community groups, local stake holders, bar associations, and governmental associations to: identify; assess; and meet client and community legal needs.
- (d) Be familiar with and follow all DNA and funder policies, and all applicable state, federal, and local regulations.
- (e) Participate in community outreach, training programs, and client education events.
- (f) Participate and coordinate remote, local, or online intake.
- (g) Handles a caseload consistent with managing attorney responsibilities.
- (h) Perform other duties as assigned.

ACKNOWLEDGMENT

I have received this job description and have determined that it accurately reflects the position and I can perform these duties.

Print Name

Signature

Date

*DNA is an equal opportunity/affirmative action employer.
Preference given to qualified Navajo and other Native American applicants.*