



JOB ANNOUNCEMENT STAFF ATTORNEY

Position Summary:

San Luis Obispo Legal Assistance Foundation (SLOLAF) is seeking a full-time Staff Attorney. The position is primarily funded through the Sargent Shriver Civil Counsel Act, which targets cases involving critical legal issues that affect basic human needs to ensure meaningful access to justice for low-income litigants. The Staff Attorney will assist SLOLAF's clients primarily in the areas of conservatorship of the person and guardianships of the person and potentially other areas of law. The Staff Attorney is responsible for managing their own caseload under the supervision of the Legal Director and with the support of a paralegal. The Staff Attorney provides services ranging from advice and referrals to full representation depending on the circumstances. The Staff Attorney assists the Legal Director in determining level of services to be provided factoring in SLOLAF's mission, funding, and capacity. The position is based in our office in San Luis Obispo and will require travel throughout the County for court appearances, meetings, and community outreach.

About SLOLAF:

SLOLAF is a non-profit legal aid organization that provides free legal assistance to low-income San Luis Obispo County residents. Our mission is to provide legal services and resources to people in need, and our vision is legal access for all. Since 1992, SLOLAF has served thousands of those in our community in the greatest need, including seniors, veterans, and other vulnerable populations. Our staff and volunteer attorneys provide direct representation, assistance with self-representation, legal advice, community education and outreach, and referrals to other community resources.

Essential Functions:

- Interviewing prospective clients; rendering legal advice; preparation of legal documents; developing a caseload
- Representing clients in all phases of court litigation, including research, drafting pleadings and briefs, trial, and appeal
- Attending community meetings, community education events and community workshops
- Developing positive relationships with clients, co-workers and community partners

- Handling an increasingly complex caseload
- Assisting in the training and supervision of advocates, law students and volunteers as appropriate
- Developing creative methods, litigious and non-litigious for dealing with recurring client problems
- Ability to use appropriate software in the performance of professional legal work
- Compliance with all program and grant requirements

Desired Skills & Other Requirements:

- Licensed to practice law in the State of California
- Licensed to drive in California or otherwise has a reliable means of transportation to travel to court, meetings and outreach events
- Bilingual Spanish/English preferred but not required
- Ability to communicate clearly and respectfully with those who may have educational, language, cognitive impairments or other barriers to understanding
- Ability to meet deadlines and perform multiple tasks while maintaining attention to detail
- Excellent oral and written advocacy, legal analysis and legal research skills
- Minimum of two (2) years of relevant legal experience preferred but not required
- Must work well with others and have a good sense of humor
- Passion for SLOLAF's mission & serving those in need

Salary and Benefits:

- Starts at \$69,300-82,500 annually, depending on experience (exempt)
- Paid vacation time: 10 days per year
- Paid sick leave: 80 hours per year
- Paid holidays: 14 days per year
- SLOLAF contributes 2% to Simple IRA retirement account
- SLOLAF contributes up to \$750/month to group health insurance plan (employee coverage only)
- SLOLAF contributes 100% to group vision, dental, Life and LTD insurance plans (employee coverage only)

To apply:

- No calls please
- Email cover letter (required) and resume, in PDF format, to SLOLAF Human Resources at hr@slolaf.org

Position is available immediately and posting will remain open until filled.

At SLOLAF, a diverse, inclusive, and equitable workplace is one where all clients, employees and volunteers feel valued and respected, regardless of their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments and programs.