



Staff Attorney | 20 - 30 total weekly hours

Pay: DOE, starting at \$30/hr

Spanish language proficiency desirable | Utah family law experience desirable | Member of Utah State Bar in good standing

Benefits: Flexible hours; remote work; paid time off

Deadline to Apply: January 27, 2023

Timpanogos Legal Center is seeking a part-time Staff Attorney to join our growing team providing free family law legal services to Utahns. We invite you to familiarize yourself with our services and with our mission: Timpanogos Legal Center is a nonprofit organization that empowers victims of domestic violence and low-income Utahns to navigate the legal system through innovative and trauma-informed legal services. TLC recruits and trains legal professionals to provide pro bono work in new and meaningful ways and enables thousands of people each year to defend their rights in court and ensure stability and security for their families.

Job Responsibilities

Hotline

- Provide brief legal advice, screening, & resources to clients who call in on the hotline with questions about family law, housing law, tenant law, and elder law.
- Cover one set day per week from 9:00 a.m. to 2:00 p.m. on the hotline (and follow upon messages received after 2:00 p.m. the day before) and back up the hotline another day each week for two hours.
- Cover for other attorneys as needed.
- Update hotline database and collect data and information for reports.

Document Clinic

- Draft family law documents for clients, such as Petitions to Modify, Motions to Enforce, Motions for Temporary Orders, etc.
- Provide document coaching when a client needs to complete a document and there is not time to go through the Document Clinic.
- Understand the needs, issues, and deadlines for the client.
- Always inform clients about CVR funding and offer to assist with the forms.
- Recruit a volunteer attorney or law student to work with clients and act as mentor to the volunteer by sending them templates and information, as well as connecting the volunteer and client and providing assistance as needed.
- Follow through in ensuring the client receives the documents and is able to file the paperwork with the correct court.
- Send feedback survey to client and volunteer.
- Track data.
- Attend weekly case assignment meetings to ensure cases are assigned to a staff attorney.

Judicial District Liaison

- Build and foster relationships with agencies, service providers, committees, and the Bar within the District you are assigned. You will participate in the District's Pro Bono Committee Meetings.
- Work with and maintain contact with the shelters within the District and follow up on their needs.
- Be aware of and attend events in the District (foster working relationships).
- For your assigned area of the state, work with domestic violence shelters and community centers to assess community needs and develop appropriate legal advice clinic programs for the specific area, including securing a location for the clinic, advertising, and working with local bar associations to find and mentor volunteers. You will provide intake forms, attorney forms, and District-specific handouts. After each clinic you will be responsible for providing all paperwork to TLC's Executive Assistant.

Resource Handout Lead

- Lead the coordination efforts for TLC's library of resource handouts used throughout the state.
- Ensure that handouts are updated annually.
- Determine whether the creation of additional handouts is needed.

Additional Responsibilities

- Assist other Staff Attorneys as needed with clinics, pro se calendars, CLEs, and other responsibilities.
- Attend our weekly clinic, either online and in person, as needed. The clinic is held Tuesday evenings at 5:00 p.m. and typically lasts three to four hours. At the clinic, you will mentor law students in addition to providing legal advice to clients.
- Attend twice-monthly staff meetings, which are held on Wednesday mornings.
- Assist in preparing for and facilitating the annual Fourth District Pro Bono Celebration and Clinic in October.
- Ensure that time reports and requests for reimbursement are complete and timely.
- Ensure compliance with all grant requirements from our generous funders.
- Attend training and CLE events to maintain the highest professional standards. You will also be required to attend two 40-hour Victim Advocate trainings.

How to Apply

To apply, please send a cover letter, resume, and contact information for three references. In your cover letter, please describe what you will bring to the Timpanogos Legal Center team and three reasons why you are the right person for this job. The deadline to submit is **January 27, 2023**.

Send your cover letter, resume, references, and writing sample to: Lani Harris, Administrative Director and Staff Attorney, lanis@timplegal.org

Important: In the subject line please type "Staff Attorney Application for _full name_"

Note: We serve clients across Utah. The applicant may live anywhere in Utah but there is a preference for Utah County applicants and Spanish-speaking applicants.

All applicants, employees, and program participants shall be treated equally regardless of race, color, sex, pregnancy or pregnancy-related conditions, age (40 and over), religion, national origin, or disability.