

JOB DESCRIPTION

POSITION TITLE: Supervising Attorney, Federal Self-Help & Pro Bono Assistance Project

PURPOSE OF POSITION:

The Pro Bono Project Silicon Valley operates the Federal Self-Help & Pro Bono Assistance Project for the U.S. District Court for the Northern District of California, San Jose division. This position will supervise and administer the Project, which provides limited-scope services to self-represented litigants.

DUTIES AND RESPONSIBILITIES:

- Consulting with self-represented litigants who are interested in filing or are parties to actions in the San Jose division
- Providing information at all stages of a case, from pre-filing to post-disposition
- Advising self-represented litigants as to threshold matters such as jurisdiction and venue
- Offering guidance on substantive issues, such as the merits of each party's case and strategic litigation decisions
- Instructing self-represented litigants on how to structure their planning, preparation and calendar management for hearings, settlement conferences, mediations, and other appearances Assisting, on a limited basis, with the preparation of forms, discovery, pleadings, motion drafting and filing, and other documents
- Explaining court orders, opposition pleadings and discovery, and court rules and procedures
- Collaborating with the court's ADR program in identifying matters appropriate for referral to that program and advising self-represented litigants regarding such service
- Screening and identifying cases appropriate for pro bono representation, assisting litigants with applying for orders appointing counsel, and placing cases with pro bono attorneys for full or limited scope representation
- Referring self-represented litigants to state bar-approved lawyer referral services, when appropriate
- Helping litigants develop complete, organized, well-framed presentations of their cases to maximize their chances of securing legal counsel on an hourly or contingency-fee basis
- Developing and maintaining lists of legal, governmental, social services, and other community agencies and organizations that serve indigent and disadvantaged populations, and referring self-represented litigants as appropriate
- Preparing high-quality educational materials aids for self-represented litigants, such as sample pleadings, forms, checklists, templates, and other necessary materials
- Publicizing services available to potential self-represented litigants and to various potential referral agencies
- Maintaining relevant records and statistics as to the clients served for internal and external reporting and audit
- Coordinating and supervising volunteer intake, case planning, and case management
- Recruiting, managing, and training in office volunteer intake and legal workers
- Participating in fundraising efforts for the Federal Self-Help & Pro Bono Assistance Project
- Working with the Federal Self-Help & Pro Bono Assistance Project's Advisory Committee to improve the Project's overall delivery of legal services

QUALIFICATIONS:

The Supervising Attorney must be admitted to practice in the State of California and be eligible to be admitted in the Northern District of California. The candidate must demonstrate a commitment to public service and must possess outstanding client counseling and people skills. Given the position's critical core duties in instruction of clients, volunteers, and the community, the Supervising Attorney must demonstrate extraordinary ability in teaching and mentoring a diverse audience. He/she must be an excellent representative of the Project to the general public in publicity, fundraising, and community education efforts. The Supervising Attorney must be particularly self-motivated and must also have the ability to motivate others. Excellent organizational, writing, speaking and computer skills are also essential. Bilingual fluency and a good sense of humor will be helpful.

Experience in the following areas is preferred, though not necessary: employment law and civil rights, working with low income clients, working with clients with mental health issues, experience with law office management and client services.

SPECIFICATIONS:

This is a 75% time position based upon a full-time salary of \$60,000. The Supervising Attorney will spend approximately 21 hours per week at the offices of the United States District Court, 280 South First Street, San Jose, CA. 95113 and the rest of the time at the offices of Pro Bono Project Silicon Valley, 480 North First Street, San Jose, CA 95103. Volunteer attorneys and law students will augment the staff time by providing intake, assessment, review, advisory, drafting, filing, coaching, and explanatory services.

This position reports to The Executive Director. The Federal Self-Help & Pro Bono Assistance Project's Advisory Committee will also advise and collaborate with the Supervising Attorney.

This is a 75% time position.

APPLICATION INSTRUCTIONS:

Interested individuals should send a resume, cover letter, list of at least three (3) references with contact information, and a sample client or staff educational resource of their own creation to:

John Hedges, Executive Director
Pro Bono Project Silicon Valley
PO Box 103
San Jose, CA 95103
Email address: info@probonoproject.org

All applications will be answered. Applicants selected for further consideration may be required to demonstrate their ability to educate clients, volunteers, and staff at subsequent interviews.