

STAFF ATTORNEY JOB VACANCY

JOB SUMMARY:

The Staff Attorney is responsible for delivery of legal services provided by Disability Rights Florida including legal supervision of the work of assigned advocate/investigators. The Staff Attorney will provide legal representation in a variety of forums to clients and the organization. The Staff Attorney is expected to appear in administrative hearings, state and federal court, state agency and legislative meetings in addition to providing advocacy, education, outreach and other services related to disability issues.

DUTIES AND RESPONSIBILITIES:

1. Ensures that the rights of people with disabilities as provided for by law and regulation are enforced.
2. Investigates and takes appropriate action to resolve complaints of rights violations.
3. Demonstrates command of current relevant law and procedure, as well as current legislative, administrative and regulatory policy and procedure impacting persons with disabilities and conducts research utilizing available resources.
4. Prepares pleadings for court or other tribunal, conducts formal discovery, and presents legal arguments.
5. Prepares written reports for internal and external distribution, makes recommendations for resolution of complaints to assigned attorney supervisor and keeps appropriate staff informed of progress and status.
6. Acts with utmost commitment to the code of professional conduct and ethics.
7. Prepares and completes accurate and timely administrative reports regarding cases, hours worked, travel and other administrative reports.
8. Participates as part of an interdisciplinary team including but not limited to participation in regularly scheduled team and other organizational meetings.

9. Carries out other such duties as may from time to time be required.

ESSENTIAL FUNCTIONS:

1. Responds to requests for information from clients or representatives, and provides information, referral and technical assistance as provided by federal funders.
2. Keeps accurate and contemporaneous time records and notes on case activity or projects in DRF case management database Legal Server.
3. Represents the client's interests in meetings, negotiations, and mediations, as provided for by law and regulation, and enforced through effective use of legal strategies.
4. Provides legal representation at administrative hearings, state and federal court, state agency and legislative meetings.
5. Develops case strategies based on client information, investigations and thorough research of applicable state and federal law, regulation and case law.
6. Drafts pleadings, discovery, depositions and motions as appropriate, assuring professional quality and accuracy of documents, and insuring compliance with all current court rules of procedure.
7. Prepares comprehensive publication ready written reports for internal and external distribution, including executive summaries and recommendations.
8. Develops and conducts outreach, education and training for clients and their families, community groups, public policy makers, state agency staff and other stakeholders, as assigned
9. Travels to meetings, outreach, trainings, presentations, mediations and hearings.

Knowledge Skills and Abilities, including utilization of equipment required for the position:

1. Member of the Florida Bar and eligible for membership in federal bars.
2. Knowledge of current state and federal law, regulations, court and administrative procedure as well as rules of professional conduct.
3. Significant experience, paid or voluntary, working in a social, human service, government, legal or health care environment.
4. **Government clearance by the United States Government Office of Personal Management is preferred ..**
5. Ability to read, write and speak and communicate professionally and effectively in English, including a working knowledge of correct grammar, punctuation, spelling, sentence structure and legal citation.
6. Demonstrated ability to analyze complex problems and develop effective solutions.
7. Organizational skills that will allow attorney to manage multiple priorities and meet internal and external deadlines.
8. Proficient with on-line legal research.
9. Experience working with and/or sensitivity to persons with disabilities.
10. Proficient with PC and Microsoft operating system and Microsoft Office, especially Word.

Physical & Other Job-related Requirements:

1. Usually performs work in an office environment, but this position will require work in non-standard workplaces such as educational settings, juvenile facilities, detention centers, state institutions, nursing homes or assisted living facilities, and group homes.
2. Travel Required- More than 20% of the time.

3. Must be able to transport oneself to work related meetings, hearings, facilities and settings where clients reside.
4. Valid state issued identification required at time of appointment and must be maintained throughout employment in this position.
5. A commitment to the mission of the P & A and to the civil rights of all people.

SUPERVISORY RESPONSIBILITY: N/A

Disability Rights Florida is an equal opportunity and affirmative action employer that does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, gender, gender identity, gender expression, transgender, disability, medical condition, family leave status, citizenship status, military or veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations. Our organization's equal opportunity policy applies to all employment practices and terms and conditions, including, without limitation, recruitment, employment, assignment training, compensation, benefits, promotions, disciplinary action and terminations. Disability Rights Florida welcomes referrals of all qualified applicants. To achieve our goal of equal opportunity, Disability Rights Florida maintains an affirmative action plan through which it makes good faith efforts to recruit, hire and advance in employment, qualified minorities, individuals with disabilities and veterans.

DFWP/EEO

To Apply

Please submit a Disability Rights Florida application current resume and writing sample.

- by email: job427@disabilityrightsflorida.org

- by mail: **Cynthia Ryan-Harris, Disability Rights Florida, 2473 Care Dr. Suite 200, Tallahassee, FL 32308**
- or by fax: **850-558-1821**

Application deadline: **Open until filled**

Starting salary for this position is \$60,000 (possibly higher depending on experience)