

Disability Rights New Jersey

Job Description

TITLE: Staff Attorney
SUPERVISOR: Managing Attorney/Legal Director
CATEGORY: Full-Time Salary Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Managing Attorney or Legal Director, performs the following:

- Interviews clients/guardians, identifies client concerns and establishes goals of service through retainer agreements.
- Performs investigations of client case matters, gathers evidence, and interviews clients, family members, witnesses and other relevant individuals.
- Analyzes cases by identifying facts, issues and preparing potential solutions and strategies.
- Performs legal research and analysis on questions of law, procedure, practice, and evidence.
- Prepares legal memoranda, briefs, motions, and other legal documents as requested and required.
- Prepares and assists in the development of cases for administrative hearings or trial, including preparation of exhibits, testimony, evidence, and other documents.
- Appears in administrative, trial, appellate, state, and federal courts to represent clients.
- Prepares Findings of Fact, Conclusions of Law, Interrogatories, and other legal documents as required and requested.
- Engages in dispute resolution techniques, including negotiation and mediation, to resolve client complaints.
- Prepares and/or presents webinars and self-advocacy materials; issues briefs, reports and other written outreach/education/training materials.
- Researches and provides input to formal comments, legislations, and other advocacy with state policy makers and/or through collaborations.
- Prepares official correspondence, reports and other matters as required and requested.
- Participates in staff training and development activities, including case review, staff meetings and conferences, including continuing legal education.
- Prepares quarterly and other reports as requested and required.
- Participates in outreach, technical assistance and training activities.
- Performs related duties as required.
- Must perform time recording in DAD/ADP consistent with Employee Handbook.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All staff will have dedicated office space in the Trenton office; hybrid telework is dependent on management needs and staff performance.

EDUCATION AND EXPERIENCE:

Law degree from an accredited college and one year of experience as a practicing attorney in public interest or disability related area, or other relevant experience. Membership in NJ Bar and Federal Court upon hiring or consistent with Employee Handbook.

KNOWLEDGE AND ABILITIES:

- Ability to understand, analyze and synthesize facts and information, reach sound legal conclusions, and recommend or take appropriate legal action based on facts and law.
- Knowledge and understanding of disability rights, laws, policies and issues.
- Demonstrates excellent communication skills, oral and written, including proficiency in English, proficiency in Spanish desirable.
- Ability to write clear, technically sound, accurate and informative legal, statistical, progress and other reports as required and requested.
- Ability to prepare official correspondence.
- Knowledge of relevant state and federal court practice and procedure and administrative law and practice.
- Ability to handle administrative and legal proceedings, under supervision for staff level, or independently for senior level.
- Ability to understand and comply with agency policies and procedures.
- Ability to work as a team member, especially with non-legal advocates.
- Ability to interact positively and constructively with co-workers, supervisors, clients, consumers, family members, consultants, and the public as required and necessary.
- Ability to obtain and maintain any federal security clearances required by federal funders.
- Knowledge of and ability to understand and relate to culturally diverse communities.
- Ability to speak Spanish or another language ADD LANGUAGE

DRNJ is committed to equity, diversity, accessibility, and inclusion. All employment decisions are made without regard for an individual's race, creed, color, religion, national origin, nationality, sex, pregnancy, affectional or sexual orientation, gender identity or

expression, age, veteran status, physical or mental disability (including AIDS and HIV related illness), genetic information, refusal to provide genetic information, refusal to submit to genetic testing, ancestry, familial status, marital status, domestic partnership status, civil union status, atypical cellular or blood trait, military service, application for military service, or any other characteristic protected by applicable law. DRNJ believes that a diverse environment strengthens the representation for the clients we serve and strongly encourages applications from candidates who will contribute to our diversity.

DRNJ is an equal opportunity employer.

DRNJ reserves the right to modify this job description at any time, without notice or consultation.