



JOB DESCRIPTION
STAFF ATTORNEY - RACIAL JUSTICE

(Date Opened: January 16, 2017)

Application Deadline – Open Until Filled*

Applications reviewed on a rolling basis.

Job Title

Staff Attorney, Racial Justice

FLSA Status

Full-Time, Exempt

Supervisor(s)

Legal Director

Description of Lawyers' Committee for Civil Rights

Lawyers' Committee for Civil Rights of the San Francisco Bay Area (LCCR), founded in 1968, works to advance, protect and promote the legal rights of communities of color, low-income persons, immigrants, and refugees. Assisted by hundreds of *pro bono* attorneys, Lawyers' Committee provides free legal assistance and representation to individuals on civil legal matters through direct services, impact litigation, policy advocacy and public education. Learn more at www.lccr.com.

General Summary of Work Performed

The Staff Attorney will serve as a member of the Lawyers' Committee legal team. At a historic time of need and possibility, the Staff Attorney will help advance our racial justice docket through impact litigation, direct services, and policy advocacy. The Staff Attorney is expected to maintain close ties with our client communities and community organizations serving our client population in order to identify and address systemic barriers to equal treatment under the law and in society for individuals and communities of color. Key issue areas for work in the immediate future are expected to concentrate on fighting the criminalization of communities of color, policing, addressing voting rights, and other barriers for people of color.

Overview of Essential Duties and Responsibilities

1. Identify racial justice issues for impact litigation and policy advocacy, including conducting intake and investigation of cases, strengthening the organization's ties with grassroots, grassroots and legal groups, representing Lawyers' Committee at key coalition, task force and community meetings, and obtaining feedback from community stakeholders.
2. Lead and assist with impact litigation on our civil rights docket, including legal research, drafting and reviewing filings and correspondence, discovery, motion practice, trial advocacy, appellate advocacy and/or other litigation tasks.
3. Engage in legislative and administrative advocacy, such as drafting of regulations and legislation, meetings with client organizations, representation of groups before administrative and legislative bodies, and technical assistance to policy makers.
4. Enhance and supervise the Second Chance Legal Clinic, which provides criminal records remedies and re-entry related legal services. Set program goals, provide technical (legal) assistance and training to *pro bono* attorneys, and supervise fellows/clerks in conducting client intake, case placement, and recruiting *pro bono* attorneys.



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5. Proactively seek opportunities to engage in public education and media advocacy consistent with our identified program strategies and in consultation with Communications staff.
6. Maintain accurate case, program and other work files, including digital client files, timekeeping records, and other documentation of work performed using available office databases and systems.
7. Work to further the short- and long-term goals of the Lawyers' Committee as requested. This work may include assisting with other legal programs, contributing to organizational development/fundraising efforts, strategic planning initiatives, communications strategies, and providing other support as identified or assigned by the Legal Director/management.
8. Work may require some evening and weekend activities.

Overview of Knowledge, Skills & Abilities Required

1. A minimum of two years post-graduate legal experience (this may include up to one year of a post-graduate judicial clerkship).
2. California Bar membership.
3. Knowledge of and demonstrated leadership in civil rights law advocacy, particularly racial justice matters.
4. Prior experience working with/ties to low-income communities of color and immigrant communities in Northern California.
5. Proficiency in a foreign language (particularly Spanish, Cantonese, or Mandarin) is desired but not required.
6. Excellent oral and written communication skills.
7. Values working cooperatively with others, both within the organization and in the community.

Compensation

LCCR offers a competitive salary commensurate with experience and a generous benefits package, including medical, dental, vision, disability, and other benefits.

To Apply

Applicants should submit a: (1) cover letter with a detailed explanation of your interest and qualifications for the position; (2) resume; (3) three references; and (4) a relevant writing sample to:

Tiara Morris

Lawyers' Committee for Civil Rights

By Email*: careers@lccr.com (*Subject Line – RJ Attorney Application)

By U.S. Mail: 131 Steuart Street, Suite 400, San Francisco, CA 94105

Applications will be reviewed on a rolling basis. Position will remain open until filled. Lawyers' Committee for Civil Rights is an affirmative action/equal opportunity employer. People of color, LGBTQ candidates, women, persons with disabilities and individuals over 55 are encouraged to apply.