



Legal Aid Society

NORTHEASTERN NEW YORK

SERVING NORTHEASTERN NEW YORK with Offices in
Albany, Amsterdam, Canton, Plattsburgh and Saratoga Springs

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Deputy Director

LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK

INTAKE ATTORNEY – SARATOGA SPRINGS OFFICE

Responsibilities: The Legal Aid Society of Northeastern New York (LASNNY) has an opening for a staff attorney office to staff Saratoga Springs office's intake system. The position is located in our Albany office. The attorney will be responsible for taking a description of the caller's legal problem(s) and issues; determining if the problem is within the program's priorities for acceptance of a case; determining whether the case should be transferred to other staff; and, if not transferred to other staff, delivering counsel, advice, brief services or referrals to other legal services providers or human services providers.

Qualifications: 5 to 10 years prior legal experience or equivalent is required. Admitted to New York State Bar or eligible to waive in. Demonstrated commitment to public interest law and providing high quality legal services to clients in civil matters. Must be able to communicate effectively and work independently and efficiently. Should have expertise in several of the following legal areas: Housing; Family Law; Public Benefits (TANF and Safety Net benefits); Unemployment Insurance Benefits; Social Security Disability and Supplemental Security Income (SSI); and Medicaid. Must have a car and valid New York driver's license. Litigation experience is preferred. Good computer skills. Ability to speak Spanish a plus. Must be able to handle a high volume of client calls.

Program Profile: The Legal Aid Society is a publicly funded law firm which provides free civil legal services to low-income individuals. We seek motivated attorneys who want to improve the community by providing free legal services to low income people.

Salary: \$52,123 to \$66,016 DOE. Unionized program, with excellent fringe benefits. May be eligible for Loan Repayment Assistance Program.

Application Deadline: December 12, 2017.

To apply, please go to www.lasnny.org OR

- 1) Complete the [Application linked here](#), or the [mobile-friendly application linked here](#)
- 2) Complete the [Demographic Survey linked here](#)

No applications will be accepted without a writing sample, cover letter and resume.

We are Equal Opportunity/Affirmative Action employer. Minorities, women, LGBT persons, the elderly, applicants and recipients of public assistance and people with disabilities are strongly encouraged to apply.



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