

<b>JOB TITLE:</b> STAFF ATTORNEY	<b>SOC CODE:</b>	<b>FLSA CLASSIFICATION:</b> EXEMPT
<b>OFFICE LOCATION:</b> BETHEL	<b>REPORTS TO:</b> EXECUTIVE DIRECTOR	
<b>STATUS:</b> FULL TIME		
<b>NORMAL WORK HOURS AND DAYS:</b> REGULAR OFFICE HOURS ARE 8:00 AM TO 4:30 PM MONDAY THROUGH FRIDAY. PERIODICALLY REQUIRED TO WORK OVERTIME TO COMPLETE WORK RESPONSIBILITIES.		
<b>APPROVED BY:</b> <i>David C. Soem</i> <b>DATE:</b> 8/17/2010		

Under the general direction of the Executive Director and the Legal Director; provides legal representation and advocacy for people with physical and/or mental disabilities. Assists with advocacy activities of the agency and assists in maintaining a positive office environment for staff and clients of the Disability Law Center.

**ESSENTIAL AND RELATED FUNCTION STATEMENTS**--Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Plan, initiate, and maintain litigation efforts on behalf of agency clients in accordance with agency policies, procedures and priorities;
- Provide legal consultation and technical assistance for the agency clients and staff;
- Represent clients at administrative hearings, meetings and conferences as appropriate. Instruct, guide, and advise clients within the limits of the law and the attorney's professional credentials;
- Conduct case assessments and investigations, including the request of records, gathering and analysis of relevant facts, evidence and information in order to identify all potential courses of actions open to clients;
- Prepare and deliver presentations, trainings and workshops on a variety of subjects pertinent to the legal rights of individuals with disabilities;
- Prepare and deliver testimony for the Alaska legislature and congress;
- Review and comment on state and federal regulations which may impact the rights of individuals with disabilities;

- Participate on committees and task forces and make recommendations on state laws, regulations or service delivery systems that impact individuals with disabilities;
- Develop and maintain system to account for time spent on fee generating cases in accordance with agency and professional standards;
- Assure that the agency complies with all statutory, regulatory, and contractual requirements of each programs funding source in the provision of legal services;
- Ability to occasionally work long hours and/or weekends when necessary to adequately perform job duties;
- Travel both in-state and out-of-state for several days at a time to perform legal work for agency clients or attend/conduct trainings.

**Marginal Functions:**

- Facilitate hearings, meetings (including Intake meetings) and teleconferences, as necessary;
- Other duties as assigned.

**Supervisory Responsibilities:**

None

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential function and preferably can also perform other tasks satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Education and/or Experience:**

- Juris Doctor Degree;
- Admitted to practice law in Alaska within a reasonable time after employment;
- Experience in administrative or legal advocacy.

**Skills, Knowledge and Abilities**

- Knowledge and understanding of the principle of consumer right to self-determination.
- The ability to demonstrate sensitivity to the concerns of persons with disabilities.
- Good interpersonal skills, political understanding and public relations skills are preferred;

- Must have ability to analyze legal and systems issues which may affect the lives of people with disabilities;
- Experience in legal research, training, public education and litigation. Experience in the area of disability law preferred.
- Knowledge of computers, Windows, and Microsoft Office.
- Knowledge of office practices and procedures.
- The ability to work well with people.
- The ability to listen and evaluate objectively.
- The ability to handle conflicts with diplomacy and tact.
- The ability to handle crisis calls from people under stress.
- The ability to organize electronic and paper data.
- The ability to work with a minimum of supervision.
- The ability to prioritize work and manage conflicting deadlines.
- The ability to effectively communicate orally and in writing with staff and the public, including business writing, good grammar and accurate spelling.
- The ability to maintain client and staff confidentiality.

**Physical Requirements:**

The ability to consistently manipulate computer and office equipment.

**Environmental Conditions:**

Most work is performed in the administrative office environment with moderate noise level. Workload periodically requires work on weekends.

**ADA:**

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

**OSH Act:**

A Staff Attorney is not to handle any human body fluids, biological agents, laboratory chemicals, or be exposed to hazardous materials such as noise, asbestos, or carcinogens.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.