

# Florida Rural Legal Services, Inc.

## Job Advertisement

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Position:	Staff Attorney	Date Posted Internal	12/31/2018
Position Location:	Lakeland	Date Posted Externally	1/8/2019
Position Type:	Full Time	Closing Date:	Until filled
Salary:	\$49,970 Annual (FTE) plus, DOE	Benefits Offered:	Yes

### Position Overview:

The Drive to Work project seeks to enhance employability by assisting individuals whose Driver Licenses have been suspended due to unpaid court fees and fines to regain their driving privilege.

The attorney in this position will principally provide civil legal assistance to eligible low income and elderly persons in need of Driver License restoration, including education, advice, assistance in and preparation for self-representation and direct representation. The attorney will also provide advice, counsel, and representation to eligible persons in areas such as housing; domestic violence related family, public benefits, consumer, elder, and education.

### Essential Functions:

1. Interviews, certifies eligibility and identifies the legal problems of FRLS clients and provides clients with appropriate legal assistance in the form of advice, referrals, or representation.
2. Participates in outreach and education.
3. Represents clients in court and before administrative agencies as accepted.
4. Maintains and provides documentation, statistical information and other records as required by the Managing Attorney, Deputy Director or Executive Director.
5. Participates in case acceptance meetings.
6. Participates in training to keep up CLE's and required and legally relevant training as may be provided by the program and as mandated by Florida Bar rules.
7. Adheres to office hours, exhibits a strong work ethic and excellent time management skills, communicates and treats clients and staff with courtesy and respect, provides constructive feedback to other advocates (including paralegals) on cases discussed.
8. Serves as a role model to support staff by promoting the values of hard work, high quality advocacy and treating others with courtesy and respect.
9. Develops and maintains familiarity with FRLS policies, as well as requirements of LSC and other funders, and adheres to those policies and requirements.

10. Exhibits competence and desire to pursue the project utilizing a multifaceted approach that includes community education, advice, direct representation, impact litigation, organizing clinics and work with various stakeholders to address the issues involved.
11. Promotes accessibility of the local office(s) to clients, including rural clients, non-English speaking clients and clients with disabilities.
12. Promotes good relations with public, including client groups, service providers, press, and private bar, attending/speaking at local meetings as appropriate and approved by the Management.
13. Travels to provide outreach and assistance in rural counties within FRLS' 13 county service area as necessary.
14. Will create forms and procedures appropriate to the differences between jurists and jurisdictions in order to appropriately process individual files to achieve case deliverables while remaining alert for areas where strategic advocacy could have the most impact.
15. Will adapt to changes necessitated by any successful impact advocacy.
16. Performs other duties as assigned.

**Required Knowledge/Skills/Abilities:**

1. Juris Doctorate from an ABA accredited law school.
2. Barred in Florida.
3. Knowledge of State and Federal court procedures preferred.
4. Commitment to the mission of FRLS and compassion for the clients.
5. Ability to forge positive relationships with prospects and colleagues.
6. Good organizational, interpersonal, and communication skills.
7. Ability to work collaboratively, yet independently.
8. Must be able to effectively and efficiently maximize existing resources.
9. Working knowledge of Microsoft Office (Word, Excel, Outlook and PowerPoint).
10. Knowledge of Legal Server or other legal Case Management System a plus.
11. Must be able to effectively work in high-pressure situations which involve deadlines and be adaptable.
12. Bilingual English and Spanish or Haitian Creole preferred.
13. Knowledge of DHSMV and traffic court legal issues a plus.

**Working Conditions:**

Position operates in a professional office environment.

**Physical Requirements:**

Must be willing to travel.

**To Apply:** Send Resume and writing samples to:

Email: [recruitment@frls.org](mailto:recruitment@frls.org)

**EEOC Statement:**

Florida Rural Legal Services, Inc., does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other characteristic protected by federal, state or local law.