

JOB DESCRIPTION: STAFF ATTORNEY – PRIVATE ATTORNEY INVOLVEMENT UNIT/CASS CORRIDOR OFFICE

Organization Overview

LLA strives to serve its clients in a holistic manner to address clients' legal issues and improve our communities. LLA provides free legal assistance in 44 counties in Michigan through our offices located in Detroit, Pontiac, Warren, Dearborn, Southfield, Mt. Clemens, Riverview, Port Huron, and Caro. Our work includes housing, family, and consumer, and public benefits law.

Position Overview

LLA is seeking a dedicated lawyer who will coordinate an existing pro bono program obtaining expungements for clients with low income. The attorney in this position will work with the City of Detroit and numerous other community partners to identify qualified clients, process cases, and recruit and support pro bono attorneys.

Responsibilities

- Provide high quality legal assistance to clients in accordance with LLA's Advocacy Manual and Rules of Professional Conduct
- Oversee the processing of a high volume of expungement cases
- Recruit pro bono attorneys to provide representation in expungement cases
- Provide substantive support to pro bono attorneys
- Maintain working knowledge of Michigan's expungement statute and related legal issues
- Identify, develop, and implement strategies to better serve clients needing expungement services
- Participate in client outreach and community organizations
- Ensure compliance with funding requirements
- Other duties as assigned

Qualifications

- Juris Doctor
- Admission to Michigan Bar (or ability to be admitted through reciprocity)
- Demonstrated commitment to public interest or pro bono work
- Excellent writing and oral communication skills
- Ability to organize, plan, prioritize, meet deadlines, and work under pressure
- Flexibility
- Prior experience with community agencies or legal entities in Detroit preferred but not required

Salary

Salary is commensurate with qualifications and includes excellent benefits including medical, dental, vision, life insurance/AD&D, short-term disability, long-term disability, retirement plan, vacation and personal time.

To apply, send cover letter, resume and writing sample to resumes@lakeshorelegalaid.org.