



### **Legal Hotline Staff Attorney - Part Time**

The City Bar Justice Center (CBJC) seeks an attorney committed to expanding access to justice to join us as a Legal Hotline Part Time Staff Attorney (approximately 20 hours per week). CBJC provides high-quality, free civil legal services to nearly 25,000 New Yorkers each year who lack the resources to hire private counsel. With a staff of about 30 – roughly one-third of whom are attorney project directors with deep expertise in their respective fields – CBJC also relies on expansive partnerships with law firms, corporate legal departments, the courts, the City Bar, and other stakeholders. In 2020-21, roughly 2,000 pro bono attorneys donated services to support legal services clinics and client matter work drawn from CBJC's [dozen civil legal services projects](#).

#### **Areas of responsibility include, but are not limited to:**

- Serve as part of a team of staff attorneys who answer questions and provide legal assistance on CBJC's high-volume Legal Hotline, which typically responds to approximately 1,000 calls and online inquiries per month.
- Provide callers legal information, advice, and referrals.
- Conduct follow-up brief services, such as reviewing legal documents and helping callers draft simple court pleadings.
- Help clients prepare for a court appearance or strategize the next step in a legal matter.
- Assist in the supervision and training of staff, including legal support staff and volunteer attorneys.
- Stay abreast of changes and updates to the law.

#### **EXPERIENCE, SKILLS & REQUIREMENTS:**

- Candidates must be New York bar members in good standing with at least three years of relevant practice experience, preferably in nonprofit legal services and/or with a focus on housing, family, and/or consumer law.
- We seek a detail-oriented self-starter with superb legal judgment and a capacity to multi-task who is creative, thoughtful, tech savvy, and has high standards in work quality, and who can demonstrate a commitment to racial and economic justice and to serving those who struggle with a lack of resources.
- Excellent verbal and written communication skills and an ability to work both independently and with a team.
- Collegiality and excellent people and client counseling skills, including effectively interacting with members of the public in a respectful and sensitive way, many of whom suspect institutions and the legal profession, and some of whom struggle with mental illness.
- Proficient with Microsoft Office 365 and ability to effectively learn and use legal database and other platforms.
- Fluency in a non-English language highly preferred.

**This is a remote work position (including post-pandemic). Our Legal Hotline staff will be expected to physically come to our offices in midtown Manhattan only on rare occasions for team-building, training, or other specific business activities.**

*Candidates must be authorized to work in the United States. We are not able to sponsor visas for this position.*

Salary for this position is \$39,000-\$42,000 (annualized) based on experience and a 20 hours/week schedule. The New York City Bar Association provides paid time off, 401K Plan, Employee Assistance Program, many free City Bar CLEs and employee discounts, among other benefits for employees working a minimum of 20 hours/week.

**To apply:** Please send a cover letter explaining your interest, a resume, and three professional business references via email to [humanresources@nycbar.org](mailto:humanresources@nycbar.org) with **CBJC Hotline Attorney (PT)** in the subject line.

The City Bar Justice Center is a proud equal opportunity and affirmative action employer, and we particularly encourage applications from candidates belonging to communities historically under-represented in the legal profession. It is our policy to ensure equal opportunity in employment without discrimination or harassment on the basis of race, color, creed, age, national origin, alienage or citizenship status, gender (including gender identity and sexual harassment), sexual orientation, disability, arrest or conviction record, pregnancy, credit history, salary history, caregiver status, marital status, partnership status, or status as a victim of domestic violence, stalking and sex offenses, religion, sex, genetic information, military or veteran status, unemployment status or any other characteristic as protected by law. With regard to the Americans with Disabilities Act and other related laws, the Organization will endeavor to make reasonable accommodations for persons with disabilities.