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Supervising Attorney, Housing Justice Tenant Defense (Queens) #23-260



APPLY



New York, NY

LOCATION STATE

PRACTICE

Civil

Job Title

Supervising Attorney, Housing Justice Tenant Defense (Queens)

Job Description

The Legal Aid Society's Civil Practice is seeking an experienced and talented lawyer with a deep commitment to public interest practice and policy to join a dedicated team of managers and staff of attorneys, supervisors, and support personnel as a Supervising Attorney of the Queens Neighborhood Office Housing Justice Program.

The Civil Practice's Housing Justice Program engages in both eviction defense and affirmative litigation and handles a broad range of individual tenant representation at the trial and appellate levels, including holdovers, nonpayment proceedings, HPs, Housing Authority administrative hearings, and state and federal court appeals. Our Group Housing practice represents low-income tenant associations in proceedings to enforce the housing maintenance code.



The Supervising Attorney, in conjunction with the Director of Housing and the advisory team, will be responsible for the smooth and effective day-to-day operations of the Housing Justice Program in the assigned office. The Supervising Attorney will also coordinate, mentor, and supervise staff, provide leadership, and prioritize legal issues. The Supervising Attorney participates in Practice-wide management discussions and decision-making and is responsible for maintaining relationships with other stakeholders in the legal, court, and service communities.



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ESSENTIAL DUTIES/RESPONSIBILITIES

- Supervise staff attorneys, paralegals, and volunteers
- Monitor and maintain a high standard of representation and client service
- Collaborate and work closely with the Director of Housing, Housing Coordinators, and the housing, benefits and grants management teams on all aspects of the citywide housing practice
- Coordinate intake
- Respond to client, community, and staff concerns
- Analyze legal issues, develop legal strategy, and supervise the implementation of legal strategies
- Prepare and submit necessary grant-reporting paperwork
- Develop and maintain community support and relationships with community-based organizations, advocates, government agencies, elected officials, and the courts
- Represent the Civil Practice and Legal Aid in the community
- Conduct community education, training, and outreach and promote the work of the office, the Housing Practice, and the Civil Practice
- Conduct off-site intake
- Other duties as assigned

Required Documents

Please submit these documents as a single combined PDF when you apply via the Legal Aid Society Recruitment Portal.

- Resume
- Cover Letter
- Writing Sample

Deadline is 3:00 PM EST for Date Listed

Location

Citywide

Requirements



Admission to the New York State Bar

Minimum of three years of legal practice preferred

- Excellent litigation skills and experience litigating individual and group cases in various forums
- Demonstrated commitment to addressing fundamental issues of poverty and justice within a comprehensive civil legal services model of representation
- Knowledge in various practice areas within civil legal services practice
- Excellent oral and written advocacy skills
- Demonstrated commitment to and experience in public interest law and civil legal services
- Demonstrated commitment to policy advocacy and administrative reform
- Experience working with vulnerable populations, including but not limited to seniors
- Supervisory, mentoring, and management experience preferred
- Demonstrated leadership ability
- Grant-writing and fundraising experience
- Excellent interpersonal, communication, and organizational skills
- Commitment to exploring alternative approaches for legal practice
- Ability to work in a collaborative team model
- Pro bono, government, public service, and academic experience will be considered, but are not required
- Proficiency in languages other than English is desirable but not required

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SALARY TRANSPARENCY

The posting reflects the range of potential salaries for the role. The specific salary offers will be dependent on candidate qualifications, including collectively bargained salary steps for unionized roles.


Salary Range/Salary: \$93,085 - \$154,684

SALARY AND BENEFITS

The leadership of The Legal Aid Society believes in attracting and retaining exceptional talent committed to serving our clients. We offer a generous benefits package including health insurance, paid vacation, disability, and life insurance, and more. Salaries for our unionized jobs are governed by our Collective Bargaining Agreement. Please visit our Careers page for additional information. Salary and benefits information will be available to applicants, when and if, an offer is made.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION



The Leadership of The Legal Aid Society is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us. 



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HOW TO APPLY

All applications must be completed online. We do not accept paper submissions. Please visit our Careers Page to review all current job postings, and instructions on the application process. For technical difficulties or questions regarding this posting, please email **jobpostquestions@legal-aid.org** (**<mailto:jobpostquestions@legal-aid.org>**).

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Equal Opportunity Employer Minorities/Women/Protected Veterans/LGBTQ+/ Disabled (https://www.eeoc.gov/sites/default/files/2022-10/EEOC_KnowYourRights_screen_reader_10_20.pdf)

The Legal Aid Society is an Equal Opportunity Employer -- Women, People of Color, Members of LGBTQ+ Community, Veterans and people with disabilities are encouraged to apply.

We endeavor to make this site accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact us at: JobPostQuestions@legal-aid.org (<mailto:JobPostQuestions@legal-aid.org>), Monday through Friday 9:30 AM to 4:30 PM.

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