



Part-Time Staff Attorney

20-25 Hours | Pay: DOE, \$30-33/hr

Benefits: Flexible hours; remote work; paid time off

Deadline to Apply: Open until filled.

We anticipate large volume of applicants and will move through the hiring process quickly; our anticipated close date is July 12, 2024.

Timpanogos Legal Center is seeking a Part-Time Staff Attorney to join our growing team providing free legal services to Utahns. We invite you to familiarize yourself with our programs and with our mission:

Timpanogos Legal Center empowers self-represented Utahns to realize safety and stability by providing legal support in family law, abuse, and housing matters.

Job Responsibilities

Document Clinic

In our document clinic, self-represented parties receive assistance with their family law documents. Attorneys provide coaching, reviewing, or drafting assistance. Staff attorneys have the opportunity to work with volunteer attorneys, paralegals, and law students.

This role will be primarily assigned to our Document Clinic. Depending on experience, responsibilities may include oversight of the virtual and in-person clinics, including recruiting and training volunteers, overseeing attorneys, and coordinating with law students.

- Draft family law documents for clients, such as Petitions to Modify, Motions to Enforce, Motions for Temporary Orders, etc., or provide document coaching when a client needs to complete a document but can't go through the Clinic. Follow through in ensuring the client receives the documents and is able to file the paperwork with the correct court.
- Recruit a volunteer attorney or law student to work with clients when possible, and act as mentor to the volunteer by sending them templates and information, as well as connecting the volunteer and client and providing assistance as needed.
- Understand the needs, issues, and deadlines for the client.
- Inform clients about crime victims reparations (CVR) funding and offer to assist with the forms.
- Track data to be reported to funders.
- Attend weekly case assignment meetings (Thursdays, 9:30 a.m.) to ensure cases are assigned to a staff attorney.

Weekly Legal Advice Clinics

Every Tuesday evening from 5:00 p.m. to 8:00 p.m., self-represented parties can meet with an attorney for a consultation on their case, and work together to understand the party's options and build a plan for achieving their goals.

- Attend the in-person weekly clinic or online weekly clinic.
- Provide legal advice in the areas of family law, housing law, and protective orders, alongside location-specific referrals to additional service providers.
- Mentor law students in providing legal advice.

Hotline

Our legal advice hotline is available 9:00 a.m. to 2:00 p.m. Individuals can call and be immediately connected to a staff attorney for brief legal advice, screening for our other programs, and resource referrals. We provide legal advice in the areas of family law, housing law, and protective orders.

- Provide brief services to Utahns who call in on the hotline.
- Provide support on the hotline one set day each week and provide primary coverage for other attorneys as needed.
- Update hotline database and collect data and information for reports.

Additional Responsibilities

- Assist other Staff Attorneys as needed with clinics, CLEs, and other responsibilities.
- Attend twice-monthly staff meetings, which are held on Wednesday mornings at 10:00 a.m.
- Update Resource Library Handouts as assigned, including 1st District Legal and Victim Resources, and the Domestic Relations Injunction vs. Protective Orders handout.
- Ensure that time reports and requests for reimbursement are complete and timely.
- Ensure compliance with all grant requirements from our generous funders.
- Attend training and CLE events to maintain the highest professional standards.
- Attend two 40-hour Victim Advocate trainings in the first six months of employment.
- Other duties as assigned.

Job Requirements

- **Admission to Practice:** Applicants must be members of the Utah State Bar in good standing.
- **Experience:** Preference is given to attorneys with experience in Utah family law, housing law, and/or protective orders.
- **Technology:** Our organization uses Clio, GSuite, Zoom, Dialpad, and Dropbox. Applicant should be proficient using these software programs or be able to learn. Applicants should be able to independently troubleshoot software programs.
- **Language Proficiency:** Preference is given to applicants who speak Spanish.
- **Location:** Preference is given to applicants who reside in Utah. Timpanogos Legal Center is a remote organization, and applicants must have access to a distraction-free workspace and the ability to perform self-directed work. Some travel may be required to facilitate legal clinics and attend trainings.

How to Apply

To apply, please send a cover letter, resume, and contact information for three references. In your cover letter, please describe what you will bring to the Timpanogos Legal Center team and three reasons why you are the right person for this job.

Send your cover letter, resume, and references to: Lani Harris, Administrative Director, laniharris@timplegal.org

Important: In the subject line, please type “Staff Attorney Application for [full name]”

All applicants, employees, and program participants shall be treated equally regardless of race, color, sex, pregnancy or pregnancy-related conditions, age (40 and over), religion, national origin, or disability.