



Staff Attorney

15 to 20 - hours per week

Pay: \$34/hr

Benefits: Flexible hours; remote work; paid time off

Spanish language proficiency REQUIRED | Utah family law experience desirable | Member of Utah State Bar in good standing required

Timpanogos Legal Center is seeking a part-time Staff Attorney to join our growing team providing free family law, protective order, and housing law legal services to Utahns. We can provide on-the-job training, but will consider previous experience when reviewing applicants.

We invite you to familiarize yourself with [our services](#) 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.

Applicant should be proficient with using G-Suite (including Gmail, Google Sheets, and Google Forms), Zoom, Dropbox, Dialpad, and similar programs.

Deadline to Apply: This posting will remain open until the position is filled, and applications will be reviewed on a rolling basis.

Job Responsibilities

All of our attorneys have assignments in the following areas; the specifics for this position will be determined during the hiring process. There may also be projects will you will serve as lead.

Hotline

- Provide brief legal advice, screening, and resources to clients who call the hotline with questions about family law, housing law and protective orders.
- Cover one set day per week from 9:00 a.m. to 2:00 p.m. on the hotline (and follow up on messages received after 2:00 p.m. the day before). You may also be asked to provide a backup hotline shift on another set day per week (approximately 2 hours).
- Update Hotline database while on calls.
- Cover additional shifts when needed and additional support during other staff members shifts when requested and possible.

Document Clinic

- Draft family law documents for Spanish-speaking clients, such as Petitions to Modify, Motions to Enforce, Motions for Temporary Orders, etc.
- Provide document coaching when a client needs to complete a document but can't go through the Clinic.
- Understand the needs, issues, and deadlines for the client.
- Recruit a volunteer attorney or law student to work with clients and act as mentor to the volunteer by providing templates, information and support.
- Follow through in ensuring the client receives the documents and is able to file the paperwork and update the database with the case information.

Legal Advice Clinic

- Provide legal advice and resources to clients at our legal advice clinics.
- Your focus will be on Spanish-speaking clients at these clinics.
- These clinics are offered either online or in person in Provo every Tuesday evening from 5:00-8:00 pm.

- You will likely be asked to attend these clinics 1-2 times a month or as needed when other staff request coverage.
- In addition to providing legal advice to clients, you will mentor law students at these clinics.

Additional Responsibilities

- Programs & Meetings
 - Attend staff meetings twice a month. These are held on Wednesday mornings.
 - Attend weekly case management meetings. These are held on Friday mornings.
 - Assist in preparing for and facilitating the annual Fourth District Pro Bono Celebration in October.
- Other
 - Ensure that your time report and requests for reimbursement are complete by the 2nd of every month.
 - Ensure compliance with all grant requirements under your assigned grant.
 - Attend training and CLE events to maintain the highest professional standards.
 - Attend one 40-hour Victim Advocate training.

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, Admin Director and Staff Attorney,
Lani@timplegal.org**

Important: In the subject line please type “Staff Attorney Application for _full name_”

Note: We serve clients across Utah. The applicant may live anywhere in Utah.

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.