**SOUTH JERSEY LEGAL SERVICES, INC. Internal Job Postings**

**April 11, 2025**

**JOB TITLE:** Staff Attorney (6)

**SUPERVISOR:** Managing Attorney – Burlington (2), Camden, Gloucester and Monmouth (2) County Neighborhood Offices

**JOB SUMMARY:**

Under the direction of the Managing Attorney, the Staff Attorney provides the highest quality of legal services to SJLS clients in a variety of poverty law matters. The Staff Attorney also acts as a liaison between SJLS and the local community groups and engages in community outreach, community legal education.

**DUTIES & RESPONSIBILITIES:**

* Handle intake interviews;
* Provide direct representation to clients in a variety of legal matters, including but not limited to family, landlord/tenant, housing, consumer, public benefits, healthcare, employment and senior issues;
* Participate in group representation, where appropriate;
* Participate in staff and case acceptance meetings and program wide working groups;
* Work with the Managing Attorney, Director of Litigation and/or the Executive Director in planning, developing and litigating significant impact cases;
* Participate in community outreach and community legal education, clinics and seminars;
* Develop new ideas and methods to provide service to clients;
* Work with other staff as an effective member of the team;  Assist in supervising paralegals, clerical workers and students;
* Other duties as assigned.

**JOB QUALIFICATIONS:**

* Admission to the Bar of New Jersey preferred but not required. Must be a member of the Bar in any State or be eligible and willing to take the next available New Jersey Bar Exam;
* Bilingual (Spanish/English) preferred;
* Ability to relate to low income clients and groups with demonstrated interest in poverty law issues and/or public interest service.

**APPLICATION PROCEDURE:**

Current SJLS staff desiring to transfer into one of these positions should submit a written request/email by April 29, 2025 to Brittani A. Morris, Director of Human Resources & Operations, South Jersey Legal Services, 745 Market Street, Camden, NJ 08102 bmorris@lsnj.org.