

**LEGAL AID SERVICES OF OKLAHOMA, INC.
JOB DESCRIPTION**

JOB TITLE: Staff Attorney

REPORTS TO: Managing Attorney

FLSA STATUS: Exempt

JOB SUMMARY: This position is responsible for providing legal assistance to eligible clients of the program and to be an integral part of the organization's efforts to be a partner in the state justice community.

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

- Juris Doctorate Degree from a certified law school.
- Oklahoma Bar membership or eligibility to take and pass next Oklahoma Bar examination.

ESSENTIAL JOB FUNCTIONS:

Some *variance may be present due to differences in office and staffing size.*

- Perform intake interviews for applicants and assists in screening of clients for eligibility for full representation.
- Provide high quality legal assistance to eligible clients on matters pertaining to their situations.
- Maintain a caseload commensurate with abilities and caseload difficulty.
- Comply with all applicable regulations, policies and grant requirements.
- Maintain the highest ethical standards as a member of the State Bar and stay current with updates and changes to the law.
- Support, promote and participate in the program's PAI and volunteer activities.
- Support, promote and participate in community education, outreach and developing good public relations with the client community, state and local bar and other community groups.
- Direct and monitor activities of volunteers and paralegals as requested by management.
- Ensure that all applicable client files, data and reports are accurate and complete.
- Demonstrate knowledge and expertise of the law and legal system.
- Embrace and support the Organization's overall mission, standards, policies and procedures, and confidentiality guidelines.

ADDITIONAL RESPONSIBILITIES:

- Perform other duties and projects as required by management.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal and written communication skills.
- Strong interpersonal skills: able to work well with a wide range of people.
- Good mentoring skills.
- Strong legal research skills
- Strong ability to prepare for and present evidence at trial.
- Strong organizational and time management skills.
- Demonstrate dependability through good attendance and adherence to timelines and schedules.
- Good follow through.
- Good analytical skills.

- Good problem-solving skills.
- Demonstrate resourcefulness and ability to take initiative in development and completion of projects.
- Strong sense of community service.
- Strong proficiency in pc applications.
- Strong proficiency in LASO's case management system.
- Able and willing to continue professional development.

PHYSICAL REQUIREMENTS

This work is sedentary and requires the following physical activities:

- Sitting for long periods of time; occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; ability to speak and hear; or the ability to perform essential job functions with reasonable accommodation.
- Frequent lifting (up to 25 pounds of paper supplies or minor office equipment).
- Requires substantial time spent typing.
- Traveling to client locations and other sites as needed.

WORKING CONDITIONS:

- Normal office environment.

NOTE: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.

