

TITLE: Employment Law Unit Supervisor

MAJOR PURPOSE OF POSITION

The Legal Aid Society has an immediate opening for a supervising attorney for the City-Wide Employment Law Unit. The Employment Law Unit represents low wage and unemployed workers on a wide range of employment-related problems including unpaid wages, minimum and overtime wage violations, unemployment insurance, discrimination, and FMLA violations. It works closely with numerous community based organizations that serve immigrant and low wage workers.

The supervising attorney will have responsibility for the representation of the Employment Law Unit's clients in federal court, State court, and administrative hearings, coordinating and maintaining relationships with partner organizations, and playing a leadership role in policy advocacy and discussions with public officials.

The supervising attorney will be responsible for the smooth and effective running of the Employment Law Unit, currently staffed with 4 attorneys and 4 paralegals. The supervising attorney will supervise the legal work of attorneys, paralegals, law students and volunteer attorneys handling diverse employment cases, with special emphasis on unemployment insurance benefits, wage and hour violations, and discrimination law. The supervising attorney will oversee the substantive work of the Unit, for example by supervising discovery and trial preparation, second-chairing hearings and trials, reviewing the written work of attorneys and paralegals, and performing case reviews on a regular basis. The supervising attorney will also coordinate grant-required projects, be a mentor to new and experienced staff, and participate with other staff in prioritizing legal issues.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Work in many different forums
- Supervise staff attorneys and paralegals
- Monitor and maintain a high standard of representation and client service
- Maintain reasonable individual caseload
- Develop impact or affirmative litigation.
- Assist with the development, funding, implementation and reporting of programs
- Provide oversight of *pro bono* initiatives within the office
- Coordinate intake
- Respond to client, community and staff concerns
- Evaluate office needs and identify necessary resources to address the needs
- Analyze legal issues, develop legal strategy and supervise the implementation of legal strategies
- Assist with planning and conducting city- and state-wide coalition meetings and task forces
- Foster and encourage teamwork and communication

- Reinforce and maintain staff accountability
- Mentor staff
- Develop skills and knowledge base of staff members
- Evaluate conflicting demands and prioritize workload
- Develop and maintain community support and relationships with community based organizations, advocates, legislators 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 and the Employment Law Practice

SECONDARY DUTIES/RESPONSIBILITIES

- Other duties as assigned

TRAINING AND QUALIFICATIONS

- Minimum of six years legal practice preferred
- Favorable consideration will be given to attorneys who have knowledge and experience in the areas of employment law and administrative hearings
- Excellent litigation and oral advocacy skills and experience litigating individual and group cases
- Demonstrated commitment to policy advocacy and administrative reform
- Experience supervising and mentoring others
- Admission to NYS Bar
- Supervisory and management experience preferred
- Knowledge of and interest in civil legal services
- Demonstrated leadership ability
- Demonstrated commitment and experience in public interest law
- Grant-writing and fundraising experience
- Strong interpersonal, communication and organizational skills.
- Commitment to exploring alternative approaches for legal practice
- Ability to work in and value collaborative team model
- *Pro bono*, government, public service and/or academic experience is desirable, but not required
- Proficiency in languages other than English is desirable, but not required

Send resume and cover letter to: Cynthia Hackett at cmhackett@legal-aid.org or fax (646) 616-4525.

The Legal Aid Society is an Equal Opportunity Employer – Women, People of Color, Gays and Lesbians, Transgender People, Veterans and people with disabilities are encouraged to apply.

**The Legal Aid Society
Civil Practice
199 Water Street, 3rd Floor
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