



## **FAMILY VIOLENCE LAW CENTER JOB DESCRIPTION**

Family Violence Law Center (FVLC) seeks to end family violence in Alameda County by providing legal, counseling, and support for survivors of domestic violence, conducting prevention education to change individual and community perceptions about relationship abuse, and advocating for change within the legal, health, education, and criminal justice systems.

**POSITION: Shartsis Friese LLP Public Interest Fellowship - Staff Attorney**

**POSITION DESCRIPTION:** Under the supervision of the Managing Attorney, the Staff Attorney represents clients in domestic violence restraining order cases and other related family law cases. This position is a two year fellowship, funded through September, 2017.

### **DUTIES AND RESPONSIBILITIES:**

#### **Maintain Caseload of 15-20 Domestic Violence and Sexual Assault Clients**

- √ Conduct intake interviews with victims of domestic violence and sexual assault
- √ Prepare the necessary legal documents for clients.
- √ Maintain ongoing communication with clients.
- √ Represent clients in domestic violence restraining order and family law cases.

#### **Participate as Member of Legal Team**

- √ Attend and actively participate in regularly scheduled team meetings.
- √ Assist with development, training and supervision of legal interns and volunteer attorneys.
- √ Assist with ongoing development and training of legal intake workers.

#### **Represent FVLC in the Legal Community**

- √ Participate in community meetings as assigned.
- √ Make domestic violence presentations to other community agencies and participate in domestic violence trainings as required.

#### **Other:**

- √ Maintain accurate client files and regularly update data on client contacts, case information, court hearings, and court orders obtained.
- √ Other duties as assigned

### **MINIMUM REQUIREMENTS:**

- √ Licensed to practice law in California and in good standing.

- √ 1-2 years experience in domestic violence and/or family law, and familiarity with state and federal domestic violence and family laws.
- √ Proficient with Microsoft Word.
- √ Have a basic understanding of legal forms.
- √ Excellent organizational and time management skills.
- √ Excellent oral and written communications skills.
- √ Ability to relate well with people from diverse socio-economic and ethnic backgrounds.
- √ Ability to work independently and with a team.

**PREFERRED QUALITIES:**

- √ Bilingual in Spanish.
- √ Previous public interest law experience.
- √ Interest in women's and domestic violence and sexual assault issues.

**CLASSIFICATION:** Exempt, full-time (funded through September 2017).

**COMPENSATION:** Salary is \$51,000 annually. Benefits include medical, dental and vision coverage, life insurance, 403(b) retirement plan, flexible spending account, generous vacation plan.

**TO APPLY:** Please send a resume and cover letter to [jobs@fvlc.org](mailto:jobs@fvlc.org), with "Shartsis Friese LLP Public Interest Fellowship - Staff Attorney" in subject line. Review of applications will begin on September 1, 2015 and continue until the position is filled.

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**NON-DISCRIMINATION:** Family Violence Law Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, or intersex are particularly urged to apply. FVLC maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, physical disability (including HIV or AIDS), medical condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to walk; sit; drive; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions except when such accommodation would cause Family Violence Law Center an undue hardship

**WORK ENVIRONMENT:** The work environment includes settings of the court room, community places, and office environments. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions except when such accommodation would cause Family Violence Law Center an undue hardship.