

**CENTRAL CALIFORNIA LEGAL SERVICES, INC.**  
**JOB OPENING ANNOUNCEMENT**  
**FAMILY/IMMIGRATION/BENEFITS SUBSTANTIVE LAW TEAM LEADER**  
**(SUPERVISING ATTORNEY)**

**WHO WE ARE:** Central California Legal Services provides high quality legal services to indigent residents across six counties in California's central San Joaquin Valley, the richest agricultural region in the country, and also the region with the highest level of concentrated poverty. CCLS is committed to legal advocacy that will change the systems that breed the poverty that lies at the root of our clients' legal problems.

CCLS seeks applicants for a full-time Family/Immigration/Benefits Substantive Law Team Leader/Supervising Attorney position. The Team Leader/Supervising Attorney reports to the Legal Director. The Team Leader/Supervising Attorney will oversee the Team's delivery of legal services. This is an exempt, full-time management position. The attorney will provide high quality legal services, from advice and brief services to full representation; actively collaborate with community groups and nonprofits to devise solutions to problems of poverty in our client communities; and foster a productive relationship with other CCLS staff, the courts, public agencies, and community groups. A commitment to impact litigation as part of a holistic and collaborative advocacy strategy is essential.

Position:	Family/Immigration/Benefits Substantive Law Team Leader
Experience:	Minimum 5 years active civil legal practice/2 years employee supervision and management
Application Deadline:	Open until filled
Location:	Fresno, Visalia or Merced Offices
Term of Employment:	Permanent Full Time
Other:	FLSA Exempt, Full Time Management Position

**To Apply:** Please e-mail cover letter, résumé, and three references along with a legal writing sample to:

Manuel Romero, Director Administration  
[mromero@centralcallegal.org](mailto:mromero@centralcallegal.org)

In your cover letter please include information about three representative litigated cases in which you were lead counsel, including the jurisdiction, principal cause of action or issue, court, judge, opposing counsel, whether or not the case went to trial, and whether the trial was to a jury or to the court. Also, please include responses to the following questions:

- Please tell us briefly about your experience, if any, doing advocacy work with a low-income community. What skills and qualities did you bring that were important to the effort? What did you learn?
- Please describe your leadership experience, if any.

- Tell us about your connection to the Central Valley: how well do you know it? Do you have ties here? What draws you here?
- Do you have a particular interest in being a Legal Aid lawyer? If so, please tell us about that.

### **RESPONSIBILITIES:**

1. Supervise members of the Family/Immigration/Benefits substantive law team and assist the Legal Director in overseeing the day-to-day delivery of legal services.
2. Evaluate work of team members, conduct case reviews, and review advocate caseloads (i.e., quality, quantity, priorities, and compliance with Legal Services Corporation (LSC) and other applicable laws and regulations).
3. Assist as needed in grant proposal writing, compliance tracking and reporting.
4. Improve team and individual team members' advocacy skills.
5. Ensure the provision of competent legal services for clients, the effective use of time and resources by team members.
6. Assist in identifying and resolving legal issues affecting clients; help fashion effective approaches to their solution or amelioration through appropriate litigation, advocacy, community legal education and/or other tools. Promote and pay particular attention to viewing legal issues through the lenses of Race Equity and Community Economic Development and promoting appropriate policies and systems change.
7. Maintain individual case load consistent with program priorities and other duties.
8. Co-counsel or participate in impact litigation and participate as a member of litigation teams.
9. Participate in Team Leader meetings and retreats.
10. Engage in outreach to the client community and to community based organizations, and participate, as appropriate, in statewide, regional, and national task forces.
11. Participate in hiring interviews and in making recommendations for the hiring of CCLS staff.
12. Perform additional duties as assigned.

### **QUALIFICATIONS:**

1. Minimum of five years experience as an attorney and minimum of two years experience in employee supervision and management.
2. Member in good standing of the State Bar of California.
3. Experience in providing legal services for the poor or other civil litigation or administrative advocacy practice.
4. Commitment to working with low-income clients.
5. Court litigation or administrative hearings and appeals experience and willingness to develop and improve litigation or administrative advocacy skills.
6. Bilingual ability strongly preferred in English and at least one other language commonly spoken in the Central Valley.
7. Excellent oral and written communication skills.
8. Proven organizational, leadership and management skills.
9. Decision-making and teaching skills.
10. Professional image and public relations skills.

11. Positive and cordial interpersonal relations and ability to work well under pressure.
12. Proficiency with computer software, including word processing, spread sheets and data bases, as well as internet skills.
13. Ability and means to travel as needed, proof of liability and property insurance on vehicle used is required.

**SALARY/BENEFITS:** Salary Range DOE (\$58,272-\$93,204); dental, vision, life, disability insurance coverage; employer contribution to 403(b) plan; 14.5 paid holidays; generous vacation/sick leave policy; may qualify for School Loan Reimbursement Assistance Program and Possible Bilingual Supplement; Some professional organizations dues paid by CCLS. This is an exempt, full-time management position.

*Central California Legal Services, Inc. is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law.*