



**CENTRAL CALIFORNIA  
LEGAL SERVICES**  
JUSTICE. EQUITY. POWER.

**CENTRAL CALIFORNIA LEGAL SERVICES  
JOB ANNOUNCEMENT  
VOLUNTARY LEGAL SERVICES PROGRAM  
SUPERVISING ATTORNEY**

**WHO WE ARE:** For over 50 years, CCLS has been representing and advocating for low-income individuals in Merced, Tuolumne, Mariposa, Fresno, Tulare, and Kings Counties—a region where intense poverty exists side by side with unparalleled wealth and abundance. Our mission is to provide high quality, no-cost civil legal services to low income individuals, families, and communities—improving the wellbeing of our Valley through systems-changing advocacy, client education, and legal work that meets individual clients’ immediate needs. We also work closely with agencies and community organizations that share our commitment to support our clients in being their own agents of change.

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CCLS seeks a full-time, supervising attorney for its Voluntary Legal Services Program, which encourages private attorneys to donate legal services through its organized clinics, special projects, and direct client representation. VLSP provides case management, litigation support, training, and co-counseling for private-practice volunteer attorneys handling pro bono cases.

Position:	Supervising Attorney – Voluntary Legal Services Program
Experience:	Minimum 3 years of related experience
Application Deadline:	October 14, 2019 at 2:00PM
Location:	Fresno Office
Term of Employment:	Full-time, Permanent
Other:	FLSA Exempt, Non-Union Position

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**HOW TO APPLY:** Please e-mail a cover letter, resume, three professional references, and a legal writing sample to:

Debra D. McKenzie  
Director of Administration  
Central California Legal Services  
2115 Kern Street, Suite 200  
Fresno, California 93721  
[dmckenzie@centralcallegal.org](mailto:dmckenzie@centralcallegal.org)



2115 Kern Street, Suite 200, Fresno, CA 93721 • Phone: (559) 570-1200 • Toll Free: (800) 675-8001  
1640 “N” Street, Suite 200, Merced, CA 95340 • Phone: (209) 723-5466 • Toll Free: (800) 464-3111  
2025 W. Feemster Avenue, Visalia, CA 93277 • Phone: (559) 733-8770 • Toll Free: (800) 350-3654  
[www.centralcallegal.org](http://www.centralcallegal.org)

**VOLUNTARY LEGAL SERVICES PROGRAM:** The VLSP Supervising Attorney is primarily responsible for developing and implementing annual plans to assure that CCLS meets its Legal Services Corporation (LSC) private attorney involvement obligations, for promoting the Central Valley Pro Bono Challenge, and for managing all aspects of VLSP. The position requires a commitment to promoting and growing a culture of pro bono service. This includes but is not limited to recruiting volunteer “pro bono” attorneys, deploying them to clinics and other opportunities to serve our clients, placing extended-service cases with them, and managing support staff. This position requires the ability to develop and maintain professional contacts with federal, state and local bar associations, the courts, community-based organizations, and private attorneys. The VLSP Supervising Attorney may co-counsel with VLSP volunteer attorneys.

## **RESPONSIBILITIES:**

### Recruitment, Retention, Supervision and Recognition of Volunteers

(e.g. Attorneys, Law Students, Paralegals and other Professionals)

- Responsible for the recruitment of volunteer attorneys, law students, and paralegals in the delivery of pro bono services to CCLS clients within LSC regulations;
- Develop and maintain a professional and trusting relationship with volunteers;
- Represent CCLS at various bar association committee meetings and other community meetings when appropriate;
- Coordinate with the Director of Litigation and Advocacy (DoLA) to identify the training needs of volunteers; facilitate or conduct volunteer training that supports program needs, including volunteer impact litigation and clinics;
- Provide for one-on-one mentoring and technical assistance to volunteers on assigned extended service VLSP cases;
- Coordinate the work of the volunteer attorneys and other pro bono volunteers;
- In coordination with Development staff, oversee the recognition of volunteers, including nominations of volunteers for various local, state and national awards;
- Publicize and promote VLSP in coordination with CCLS staff;
- Prepare articles and other materials that highlight the work of VLSP for local, state and national publications;
- Collaborate with CCLS Development and Fiscal staff and others to pursue funding opportunities that include a volunteer component;
- Work with the Deputy Director of Development (DDD) to create and implement a volunteer recognition program;
- Responsible for developing and implementing an annual LSC Private Attorney Involvement (PAI) Plan, and monitor the program’s achievement of LSC’s PAI (12.5%) requirement, including working with CCLS staff to ensure accurate recording of eligible PAI timekeeping and program activities;
- Prepare reports on VLSP activities and pro bono outcomes; use Legal Server case management software to manage assigned extended-service cases, legal clinics, other volunteer activities, pro bono hours, and data for grant reports;
- Additional duties as assigned.

## Case Handling and Placement

- Assure timely placement of cases to pro bono attorneys;
- Coordinate special volunteer projects and events with justice partners and community organizations (e.g. Justice Bus trips with OneJustice);
- Co-counsel impact litigation and other cases with volunteers;
- Using client-centered whole-person approaches, assist in identifying the legal problems affecting clients and their communities; using volunteer resources, develop effective approaches to their solution or amelioration, including through co-counseling and impact litigation;
- Ensure that proper, timely documentation for placed cases is sent to attorneys and that clients are notified of their placement in a timely fashion;
- Communicate with clients, volunteer attorneys and management regarding case placement and progress, including discussion of case facts with volunteer attorneys;
- Attend regular CCLS management, team leader, and all-staff meetings as assigned;
- Based upon identified client needs, establish legal consultation clinics and recruit, schedule, and supervise volunteer attorneys at such clinics.

## **QUALIFICATIONS:**

- Member in good standing of the State Bar of California or admission within twelve months of hire, or eligible to practice under the Registered Legal Services Attorney Program (admittance to the California Bar within three years);
- Minimum of five years of experience as an attorney;
- Experience in providing legal services to low-income individuals and communities;
- Trial and appellate court litigation and administrative hearing experience desired;
- Willingness to develop and improve litigation skills and assist volunteer attorneys with development and training;
- Excellent written and oral communications skills;
- Demonstrated organizational skills and leadership ability;
- Ability to use computers and working knowledge of Windows-based programs and databases;
- Bilingual ability (English and additional client language) highly preferred;
- 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 - \$97,404); medical, dental, vision, life, disability insurance coverage; employer contribution to 403(b) plan based on length of service; 14.5 paid holidays; generous vacation and sick leave policy; some professional organization dues paid by CCLS. May qualify for the School Loan Reimbursement Assistance Program and/or a Bilingual Supplement.

*CCLS is an equal opportunity employer: we value equity, inclusion, and diversity, across all races, cultures, classes, ages, religions, gender identities and presentations, sexual orientations, body sizes, family structures, abilities, and all categories protected by law. We encourage all interested individuals to apply. This position is an exempt position and is not covered under the Collective Bargaining Agreement.*

**Post Date: 09/30/2019**

