

NORTH MISSISSIPPI RURAL LEGAL SERVICES STAFF ATTORNEY

JOB SUMMARY

The STAFF ATTORNEY works under the direction of the MANAGING ATTORNEY. Analyzes legal ramifications of a case or question, conducts research with reference to the important issues of a case, prepares pleading and briefs, and summary opinions, and provides legal advice and assistance and represents clients in community relations activities and performs other duties as deemed necessary.

JOB DUTIES

1. **LEGAL RESEARCH:** Identifies and researches relevant cases and conclusions with reference to specific legal questions; researches relevant statutes, regulations, legislative histories, prior decisions and other case law; locates obscure or hard to find cases. Researches complex or ill-defined subject areas and indexes decisions locate and make notes of pertinent research data according to search specifications and parameters.
2. **LEGAL ANALYSIS:** Identifies key issues in a case or question and draws analogies from established precedents and distinguish cases; evaluates alternative conclusions and analyzes the consequences/implications of alternatives; integrates facts and law to form legal and persuasive conclusions
3. **LEGAL WRITING:** Drafts pleadings, briefs, and answers to complaints; reviews complaint and/or case transcripts and exhibits; prepares reports using specific formats summarizing case issues, position of parties, facts of the case, etc.; presents written or verbal legal arguments to support client's position or to counter arguments of opposing parties.
4. **PROVIDES PROFESSIONAL ADVICE AND ASSISTANCE:** Evaluates and clarifies requests for legal assistance; answers questions about the legal ramifications, implications and possibilities, associated with different situations; advises individuals of legal status and characteristics of their complaint or problem and of the possible involvement of NMRLS in seeking resolution; proposes course of action to either continue a case or close a case and provide explanation to guide later activity; represents clients in court or before administrative hearings.
5. **CASE MANAGEMENT:** Establishes work objectives and priorities; updates and monitors status of case files; maintains file of forms, information, correspondence, etc. relevant to cases; reviews work performed by others and entered into case files.

6. **GATHERING INFORMATION:** Clarifies issues and research requirements through client interviews, reviews case files, or in conference with PARALEGALS, obtains information, facts, evidence and materials that are important or relevant for a case or project and completes intake forms; formulates questions to elicit required information; requests and integrates information from sources within and outside the NMRLS agency; clarifies ambiguous information and resolve issues of fact; investigates client claims; evaluates program eligibility based on personal data such as income status.
7. **EMPLOYEE-ORIENTED SUPERVISION:** Makes assignments of tasks and activities to support personnel; provide instruction and establishes performance expectations for work activities; clarifies assignments, coaches, and counsels support personnel who requests guidance or who are observed to have difficulty in performing their task and fulfilling performance expectations; modifies assignments, reallocates work to accommodate changing priorities and work load, and provides changed instructions, feedback, and recognition to support personnel.
8. **PUBLIC AND COMMUNITY RELATIONS:** Establishes and maintains working relations with related agency personnel, court personnel, and others who are parties at interest to activities engaged in by NMRLS.
9. **PERFORMS OTHER DUTIES AS DEEMED NECESSARY.**

JOB SKILL REUIREMENTS

1. **PROBLEM SOLVING:** ability to evaluate and integrate data and information from multiple sources to formulate logical conclusions and recommendations.
2. **SCHEDULING AND COORDINATING ABILITIES:** skill in making arrangements, scheduling work, and coordinating and orchestrating activities.
3. **SPOKEN COMMUNICATION SKILLS:** ability to prepare and deliver presentations to summarize a position or describe an assignment by selecting words that convey one's intention precisely without ambiguity and which present ideas an order or arrangement that is meaningful and persuasive.
4. **EMPLOYEE ORIENTED SUPERVISION SKILLS:** ability to explain or demonstrate work techniques to others, provide feedback on their performance, recognize and capitalize on conditions and situations to improve performance.
5. **PUBLIC RELATIONS SKILLS:** Knowledge of social protocol when interacting with people at different levels both inside and outside the organization and develop and maintain cordial relationships.

6. **CRISIS MANAGEMENT SKILLS:** ability to adjust one's pace of activity to keep up with rapidly occurring events or changing conditions and circumstances and fulfill job requirements.
7. **WRITTEN COMMUNICATION SKILLS:** ability to prepare pleadings, briefs, answer to complaints, reports, or other written material for use by others which is organized, clear, persuasive, or otherwise meets its intended purpose.

MINIMUM QUALIFICATIONS:

Completion of all requirements for a law degree from an accredited institution. Must be admitted to practice law, or currently applying for admission to practice, in the State of Mississippi; Must provide own transportation for field work.