

# SOUTH JERSEY LEGAL SERVICES, INC.

DOUGLAS E. GERSHUNY, ESQUIRE  
Executive Director

ANN M. GORMAN, ESQUIRE  
Deputy Director

KENNETH M. GOLDMAN, ESQUIRE  
Director of Litigation & Advocacy



ADMINISTRATIVE OFFICE  
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## FOR IMMEDIATE PUBLICATION

## POSITION AVAILABLE

**Date:** July 12, 2021

**JOB TITLE:** Managing Attorney – Atlantic County Office

**SUPERVISOR:** Executive Director

## JOB SUMMARY:

To assure the highest quality of legal representation by the Atlantic County Office; to manage, supervise and provide leadership to attorneys, paralegals and support staff; to engage in impact representation, litigation planning and strategy, and community education within the community; to be a confidential member of the SJLS management team and to work with the Executive Director, Deputy Director and Director of Litigation and Advocacy in ensuring compliance with all rules, regulations and funding requirements of the program.

## SPECIAL DUTIES:

- Developing and maintain good local bar/bench relations;
- Assisting with recruitment for the Private Attorney Involvement (PAI) Program;
- Providing legal representation to eligible individuals and groups;
- Engaging in representation on matters that affect the client community and/or which seek to effectuate systematic change in conditions that adversely affect the client community;
- Coordinating, with the local legal and client community, establishment of office goals and priorities;

- Where appropriate and/or necessary, serving as co-counsel;
- Directly managing and monitoring of all legal and non-legal staff in the office(s); including recommendations for hiring, discipline and firing, in accordance with company policies and procedures and collective bargaining agreements;
- Hiring of clerical staff for the office; (temporaries), with approval of the Executive Director;
- Assuring the timely attendance of personnel at work assignments, including: approving time sheets; granting approval to accrue compensatory hours, approving or denying requests for paid leave of absences, issuing warning notices;
- Timekeeping;
- Deploying office staff and assigning cases as needed;
- Providing training to staff on a day-to-day basis;
- Attending and actively participating in management meetings;
- Representing Management in the handling of employee grievances;
- Contributing to the formulation of personnel directives;
- Assisting in developing and coordinating necessary training;
- Developing legal education activities in the Legal Services and local Bar communities;
- Evaluating the performance and capability of the attorneys, paralegals and other staff working in the unit(s) to which s/he is assigned;
- Developing and implementing systematic approaches to legal problem solving;
- Preparing reports and applications for funding sources and government agencies;
- Working with administration in ensuring the unit/office has adequate supplies;
- Overseeing the function and maintenance of the physical office; and
- Performing additional duties assigned by the Executive Director, the Deputy Director and Director of Litigation and Advocacy Directors.

#### **REQUIREMENTS:**

- Admission to practice law in New Jersey;
- Graduation from an accredited law school;
- Ability to relate to low income clients and groups with demonstrated interest in poverty law issues and/or public interest service;
- At least 5 years of legal experience;
- Demonstrated leadership and supervisory capabilities;
- Bilingual (Spanish/English) preferred.

#### **APPLICATION PROCEDURE:**

Qualified applicants with an interest in this position should send resume, writing sample and cover letter expressing interest in this position to: Brittani Morris, PHR, SHRM-CP, Director of Operations, South Jersey Legal Services, Inc. 745 Market St. 2<sup>nd</sup> Floor, Camden, NJ 08102 or via email at [BMorris@lsnj.org](mailto:BMorris@lsnj.org). EOE/AA Employer.