

# **DisAbility Rights Idaho, Inc.**

## **Job Description**

### **JOB TITLE: STAFF ATTORNEY**

### **JOB SUMMARY:**

The Staff Attorney provides legal services to advance DRI's mission to assist clients in securing their statutory, constitutional and civil rights.

### **SUPERVISORY RELATIONSHIPS:**

The Staff Attorney is directly responsible to the Legal Director.

### **EMPLOYMENT STATUS:**

Regular Full-Time or Part-Time Exempt Positions

### **SALARY RANGE:**

Step I through Step XVI of current Salary Matrix

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Provide direct legal representation to eligible clients in a timely, competent manner with adherence to casework procedures in consultation with the Legal Director.

Assist in maintaining a legal reference system according to the methodology established by DisAbility Rights Idaho.

Oversee interns or volunteers when requested by Legal or Executive Director.

Adhere to statutory obligations and comply with applicable ethical rules and statutory deadlines for filing claims.

Assist in planning legal department priorities, goals and objectives, and in providing information necessary to complete required agency reports.

Assume the duties of other staff when requested by the Legal Director.

Assist in developing staff training or publications when requested by the Legal Director or Executive Director.

Maintain an active status with the Idaho State Bar.

## Staff Attorney Job Description

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Upon request and/or approval by the Legal Director, participate on advisory boards or task forces.

Assist with maintaining an appropriate working environment among all staff.

Communicate regularly with the Legal Director regarding status of casework.

Participate in internal agency functions when requested by the Legal Director and/or the Executive Director.

Conduct legal research and inform legal staff of relevant laws and changes in these laws.

Provide oral or written comments on proposed legislation, administrative rules, or policies when requested by the Legal Director.

Maintains a professional demeanor and working relationship with other professionals and individuals in the community.

Comply with agency employment policies, and adhere to agency's policy regarding reporting incidents of harassment or discrimination.

Perform other related functions as requested by Legal Director or Executive Director. For attorneys in outer offices, perform other agency functions such as office management or network assistance as requested by the Executive Director.

### **MINIMUM QUALIFICATIONS:**

**Education:** A graduate of an accredited law school, i.e., either a LL.B or J.D. degree. Licensed, or will readily be licensed, to practice law in the State of Idaho.

**Experience:** Experience in a human service area working with individuals with disabilities.

**Abilities:** Demonstrated ability to communicate effectively both orally and in writing. Demonstrated organizational skills, the ability to effectively follow casework policies and procedures and ability to handle complex tasks in a timely manner. Willingness to travel and work extended hours when necessary.

*01/16/03*