



**Job Opportunity Announcement**  
**Staff Attorney - Access to Justice (A2J) Project**  
**Bloomington, Joliet, Kankakee, IL**

At Prairie State Legal Services, we work to empower individuals by increasing access to education and employment and we help clients improve their quality of life through increased access to income and other support programs.

PSLS is seeking a full-time Staff Attorney for our offices in Bloomington, Joliet and Kankakee. Under the A2J project, Staff Attorneys provide legal services to low-income individuals seeking assistance with expungement and sealing of criminal records, restoring driver's licenses, and removing other barriers to employment, education and housing. Staff Attorneys may also provide legal services for family members, such as guardianships of children whose parents have been incarcerated.

**Responsibilities**

Among other duties as assigned, the Staff Attorney will:

- Interview applicants for legal services and assess their legal issues
- Provide legal services including legal research and factual investigation, counsel and advice, brief services and document preparation, dispute resolution, and representation of clients in state and federal court and before administrative agencies in a wide range of cases, including: restoration/reinstatement of driver's licenses; addressing problems associated with criminal records, including expungement/sealing; overcoming barriers posed by credit records, correcting inaccuracies, including identity theft, and addressing improper prospective employer inquiries; credentialing and professional licensure issues and other legal issues.
- Conduct outreach to organizations serving ex-offenders, community based organizations, and parole and probation offices. Develop and present client education at community partner locations.
- Coordinate a clinic or mini summit for criminal records relief in Kankakee
- Provide accurate and complete information for grant reporting to grant funders including documenting services in the case record
- Exhibit a high level of personal energy, organization, and commitment to the position and the PSLS mission

**Salary and Benefits**

The Staff Attorney position is a full-time position at 37.5 hours per week. PSLS offers a salary competitive with similar organizations. Our Staff Attorney salary scale starts at \$60,577 per year for candidates who meet the minimum qualifications, and increases with each year of relevant experience. PSLS is committed to providing an excellent, comprehensive benefits package to its full-time employees that includes:

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| • Health insurance, including the opportunity to qualify for a wellness credit | • PTO that starts at 3 weeks/year and increases with additional years worked at PSLS |
| • Dental insurance   | • Paid sick leave  |
| • Vision insurance   | • 6 weeks of paid parental leave after one year of employment                        |
| • 403b retirement plan including employer contributions                        | • 12 paid holidays   |
| • Extensive training and education program                                     |  |
| • Flex schedule and partial remote work  |  |

## **Qualifications**

- Candidates who are currently admitted to the practice of law in the State of Illinois, or admitted in another state and eligible for reciprocity in Illinois are preferred. Consideration will be given to law graduates who will be sitting for the next bar exam.
- Experience in trial advocacy and negotiation preferred
- Strong interpersonal skills
- Excellent oral/written communication, research skills, and computer competency
- Organizational and case management proficiency
- Ability to work effectively as a team member
- Spanish language proficiency is preferred, but not required
- Some travel is required; applicant must have a valid driver's license and/or reliable transportation
- We will give preference to candidates who have experience providing services to low-income individuals

## **Application Details**

Please indicate "A2J Staff Attorney" in the subject line and email a letter indicating your office preference and explaining your interest and experience, your resume, three references, and a short writing sample (no more than 10 pages) to [careers@pslegal.org](mailto:careers@pslegal.org).

### **Resumes accepted until position is filled.**

Prairie State Legal Services is committed to creating a diverse and inclusive working environment and is proud to be an equal opportunity employer. We recruit, employ, pay, and promote qualified applicants and employees without regard to race, ethnicity, color, religion, gender, gender identity, expression, or presentation, sexual orientation, national origin, genetics, disability, age, or any other legally protected status.

## **The Organization**

Prairie State Legal Services is a not for profit civil legal aid organization that has served northern and central Illinois for more than 40 years, maintains 11 office locations, and has a staff of nearly 200 employees including training and litigation staff with extensive experience. Our 36 county service area includes rural communities, suburban areas, and mid-size urban cities which necessitates the development of diverse strategies and we encourage our staff to cultivate and utilize creative approaches to reach and serve our client population. Employees of PSLS benefit from the expertise and community connections of their local office staff along with robust program-wide resources. We strive to provide an array of services responsive to the needs of our clients and therefore have developed several specialized projects and maintain one of the most productive pro bono programs in the nation. PSLS has excellent fiscal controls and upholds the highest rating from Charity Navigator and Guidestar. For more information regarding PSLS services and operations, please visit our website at [www.pslegal.org](http://www.pslegal.org).



**Job Opportunity Announcement**  
**Staff Attorney**  
**Peoria & West Suburban, IL**

Every day, people across Illinois are denied the basic rights to which they are entitled under the law simply because they can't afford a lawyer. It's our mission to change that.

Prairie State Legal Services, Inc. is seeking a Staff Attorney to join our team in the Peoria and West Chicago offices. Staff attorneys at PSLS provide a wide-range of legal services to some of the most vulnerable members of our communities, including low-income individuals, older adults, veterans, and people with disabilities. We focus services on legal problems that impact the ability of our clients to meet their basic human needs, including physical safety, access to healthcare, adequate housing, and financial stability. Prairie State is the only legal aid organization in the majority of our area and we pride ourselves on providing high quality legal services to our clients while fostering a work environment that is motivating, collaborative, and rewarding, with plenty of opportunities for professional growth.

**Job Description**

Among other duties as assigned, the Staff Attorney will:

- Provide legal services to low-income individuals covering a wide-range of legal issues, including housing, family, public benefits, consumer, health, education, and other areas
- Interview applicants for legal services and assess their legal issues with a focus on those issues that have an immediate impact on their basic human needs
- Provide legal services including legal research and factual investigation, counsel and advice, brief services and document preparation, dispute resolution, and representation of clients in administrative and judicial proceedings
- Develop and maintain networking relationships with local bar associations and with local, state, and federal governments and community agencies that serve our client population
- Conduct outreach events with client communities, including client education and intake events at community partner locations
- Provide accurate and complete information for grant reporting to grant funders including documenting services in the case record
- Actively participate in an internal task force related to one or more areas of our practice
- Exhibit a high level of personal energy, organization, and commitment to the position and the PSLS mission

**Salary and Benefits**

The Staff Attorney position is a full-time position at 37.5 hours per week. PSLS offers a salary competitive with similar organizations. Our Staff Attorney salary scale starts at \$60,577 per year for newly licensed attorneys, and increases with each year of relevant experience. PSLS is committed to providing an excellent, comprehensive benefits package to its full-time employees that includes:

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| • Health insurance, including the opportunity to qualify for a wellness credit | • PTO that starts at 3 weeks/year and increases with additional years worked at PSLS |
| • Dental insurance   | • Paid sick leave  |
| • Vision insurance   | • 6 weeks of paid parental leave after one year of employment                        |
| • 403b Retirement Plan including employer contributions                        | • 12 Paid holidays   |
| • Extensive training and education program                                     |  |
| • Flex scheduling and partial remote work available                            |  |

## **Qualifications**

- Candidates who are currently admitted to the practice of law in the State of Illinois, or admitted in another state and eligible for reciprocity in Illinois are preferred. Consideration will be given to law graduates that will be sitting for the next bar exam.
- Experience in trial advocacy and negotiation preferred
- Strong interpersonal skills
- Excellent oral/written communication, research skills, and computer competency
- Organizational and case management proficiency
- Ability to work effectively as a team member
- Spanish language proficiency is preferred, but not required
- Some travel is required; applicant must have a valid driver's license and/or reliable transportation
- We will give preference to candidates who have experience providing services to low-income individuals

## **Application Details**

Please indicate "Staff Attorney" in the subject line and email a letter indicating your office preference and explaining your interest and experience, your resume, three references, and a short writing sample (no more than 10 pages) to [careers@pslegal.org](mailto:careers@pslegal.org).

### **Resumes accepted until position is filled.**

Prairie State Legal Services is committed to creating a diverse and inclusive working environment and is proud to be an equal opportunity employer. We recruit, employ, pay, and promote qualified applicants and employees without regard to race, ethnicity, color, religion, gender, gender identity, expression, or presentation, sexual orientation, national origin, genetics, disability, age, or any other legally protected status.

## **The Organization**

Prairie State Legal Services is a not for profit civil legal aid organization that has served northern and central Illinois for more than 40 years, maintains 11 office locations, and has a staff of nearly 200 employees including training and litigation staff with extensive experience. Our 36 county service area includes rural communities, suburban areas, and mid-size urban cities which necessitates the development of diverse strategies and we encourage our staff to cultivate and utilize creative approaches to reach and serve our client population. Employees of PSLS benefit from the expertise and community connections of their local office staff along with robust program-wide resources. We strive to provide an array of services responsive to the needs of our clients and therefore have developed several specialized projects and maintain one of the most productive pro bono programs in the nation. PSLS has excellent fiscal controls and upholds the highest rating from Charity Navigator and Guidestar. For more information regarding PSLS services and operations, please visit our website at [www.pslegal.org](http://www.pslegal.org).



**Job Opportunity Announcement**  
**Staff Attorney – Housing Stability Project**  
**Woodstock, IL**

Prairie State Legal Services, Inc. is part of a statewide movement to prevent a surge in homelessness as a result of the pandemic and is seeking to add new full-time attorneys to expand our legal services for low income renters as part of this unprecedented effort. The attorneys hired for this project will be part of an internal taskforce of more than 20 attorneys addressing rental housing issues within PSLS's 36 county service area.

Under this program, PSLS staff are preparing and distributing legal information resources for renters, holding virtual presentations to inform residents and social service providers about the laws surrounding evictions and the special protections in place from State and Federal moratoriums, working with local courts to establish coordinated eviction responses in many communities including courthouse based services, reviewing and responding to proposed Illinois Supreme Court rules related to evictions, and are participating in defenses to legal attacks on the legality of the eviction moratoria. The Housing Stability Project will initially focus exclusively on rental housing issues but may expand into home ownership issues in the future as foreclosures are expected to surge in 2022.

**Responsibilities**

Among other duties as assigned, the Staff Attorneys in this project will:

- Provide a full range of legal services, including legal research and factual investigation, counsel and advice, brief services and document preparation, dispute resolution, and representation of clients in administrative and judicial proceedings
- Interview and provide services to applicants on-site at courthouse sites, outreach locations and the office
- Develop and maintain networking relationships with community agencies that serve the client population in targeted communities and with other local stakeholders
- Assist in developing community legal information and training
- Provide accurate and complete information for grant reporting to funders including documenting services in client case records
- Exhibit a high level of personal energy, organization, and commitment to the position and the PSLS mission

**Salary and Benefits**

The Housing Stability Project Staff Attorney positions are full-time positions at 37.5 hours per week. PSLS offers a salary competitive with similar organizations. Our Staff Attorney salary scale starts at \$60,577 per year for newly licensed attorneys and increases with each year of relevant experience. PSLS is committed to providing an excellent, comprehensive benefits package to its full-time employees that includes:

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| • Health insurance, including the opportunity to qualify for a wellness credit | • PTO that starts at 3 weeks/year and increases with additional years worked at PSLS |
| • Dental insurance   | • Paid sick leave  |
| • Vision insurance   | • 6 weeks of paid parental leave after one year of employment                        |
| • 403b Retirement Plan including employer contributions                        | • 12 Paid holidays   |
| • Extensive training and education program                                     | • Flex schedule and partial remote work  |

### **Qualifications**

- Candidates currently admitted to the practice of law in the State of Illinois, or admitted in another state and eligible for reciprocity in Illinois are preferred. Consideration will be given to law graduates that will be sitting for the next bar exam.
- Experience with trial advocacy and negotiation strongly preferred
- Excellent oral/written communication, research skills, and computer competency
- Organizational and case management skills
- Strong interpersonal skills
- Ability to work effectively as a team member
- Demonstrated commitment and passion for serving disadvantaged populations, knowledge of poverty law, and experience providing services to low-income individuals preferred
- Some travel is necessary; valid driver's license and/or reliable transportation is required

### **Application Details**

Please indicate "Woodstock Housing Stability Staff Attorney" in the subject line and email a letter explaining your interest and experience, resume, three references, and a short writing sample (no more than 10 pages) to [careers@pslegal.org](mailto:careers@pslegal.org).

### **Resumes accepted until positions are filled.**

Prairie State Legal Services is committed to creating a diverse and inclusive working environment and is proud to be an equal opportunity employer. We recruit, employ, pay, and promote qualified applicants and employees without regard to race, ethnicity, color, religion, gender, gender identity, expression, or presentation, sexual orientation, national origin, genetics, disability, age, or any other legally protected status.

### **The Organization**

Prairie State Legal Services is a not for profit civil legal aid organization that has served northern and central Illinois for more than 40 years. We have a staff of nearly 200 persons including training and litigation staff with extensive experience. The COVID Housing Stability Project staff will be part of their local offices and will benefit from the expertise and community connections of the local staff along with program-wide resources. PSLS encourages its staff to use their creativity in developing strategies for reaching our client population and in working with other community agencies. We strive to provide an array of services responsive to the needs of our clients. More information is available on our website at [www.pslegal.org](http://www.pslegal.org).



**Job Opportunity Announcement**  
**Staff Attorney-Domestic Violence and Racial Inequity Programs**  
**Kankakee, IL**

Prairie State Legal Services, Inc. is seeking a Staff Attorney to join our team in the Kankakee office. This position will focus on domestic violence services (VOCA) and racial inequities (Justice, Equity and Opportunity).

Under the VOCA Program: PSLS provides comprehensive legal assistance to victims of domestic violence and sexual assault, with a focus on matters that arise as a direct result of the client's victimization. Attorney services include obtaining protective/restraining orders and other relief to ensure our clients' safety and security. Clients may receive legal assistance in a wide range of other legal issues as necessary to address consequences of victimization and obtain long-term safety and stability; this may include housing, employment, consumer, and family law matters.

Under the Justice, Equity and Opportunity Program: Staff Attorneys will address a range of legal issues including issues related to racial inequality, issues that present barriers to residents' efforts to be self-sufficient, and threats to adequate housing. This program aims to embed our attorneys in trusted community-based locations within primarily disenfranchised communities. The Justice, Equity, and Opportunity Program Staff Attorneys will be listening to residents and community partners and identifying legal issues disproportionately impacting the residents of such communities.

**Responsibilities**

Among other duties as assigned, the Staff Attorney in this project will:

- Interview victims of abuse in a manner sensitive to the trauma they may have experienced and attuned to honoring their choices
- Assess the needs of victims in terms of their immediate legal needs for protection and other legal issues that are an outgrowth of abuse
- Engage with police and prosecutors to advocate for victims
- Engage with domestic violence and sexual assault providers to coordinate service delivery and identify/address issues that have an impact on victims
- Interview and provide services to applicants on-site at community-based locations
- Participate in community meetings to better understand the needs of local residents
- Conduct legal education and training for community residents
- Provide a full range of legal services including legal research and factual investigation, counsel and advice, brief services and document preparation, dispute resolution and representation of clients in administrative and judicial proceedings
- Develop and maintain networking relationships with local bar associations and with local, state, and federal governments and community agencies that serve our client population
- Provide accurate and complete information for grant reporting to grant funders including documenting services in the case record
- Attend training required by the grants
- Actively participate in staff committees or task forces focused on services for victims
- Exhibit a high level of personal energy, organization, and commitment to the position and the PSLS mission

**Salary and Benefits**

The Staff Attorney position is a full-time position at 37.5 hours per week. PSLS offers a salary competitive with similar organizations. Our Staff Attorney salary scale starts at \$60,577 per year for candidates who meet the minimum qualifications, and increases with each year of relevant experience. PSLS is committed to providing an excellent, comprehensive benefits package to its full-time employees that includes:

- Health insurance, including the opportunity to qualify for a wellness credit
- Dental insurance
- Vision insurance
- 403b retirement plan including employer contributions
- Extensive training and education program
- Flex scheduling and partial remote work available
- PTO that starts at 3 weeks/year and increases with additional years worked at PSLS
- Paid sick leave
- 6 weeks of paid parental leave after one year of employment
- 12 paid holidays

### **Qualifications**

- Candidates who are currently admitted to the practice of law in the State of Illinois, or admitted in another state and eligible for reciprocity in Illinois are preferred. Consideration will be given to law graduates that will be sitting for the next bar exam.
- Experience with trial advocacy and negotiation preferred.
- Commitment to aiding victims of domestic violence, sexual assault and family abuse
- Strong interpersonal skills
- Excellent oral/written communication, research skills, and computer competency
- Organizational and case management proficiency
- Ability to work effectively as a team member
- The ideal candidate will have demonstrated experience in effectively communicating with and serving victims.
- Candidates with Spanish language proficiency are highly preferred.
- Moderate travel may be required; applicant must have a valid driver's license and/or reliable transportation.
- We will give preference to candidates who have experience providing services to low-income individuals

### **Application Details**

Please indicate "Kankakee Staff Attorney" in the subject line and email a letter explaining your interest and experience, resume, three references, and a short writing sample (no more than 10 pages) to [careers@pslegal.org](mailto:careers@pslegal.org).

### **Resumes accepted until position is filled.**

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### **The Organization**

Prairie State Legal Services is a not for profit civil legal aid organization that has served northern and central Illinois for more than 40 years, maintains 11 office locations, and has a staff of over 200 employees including training and litigation staff with extensive experience. Our 36 county service area includes rural communities, suburban areas, and mid-size urban cities which necessitates the development of diverse strategies and we encourage our staff to cultivate and utilize creative approaches to reach and serve our client population. Employees of PSLS benefit from the expertise and community connections of their local office staff along with robust program-wide resources. We strive to provide an array of services responsive to the needs of our clients and therefore have developed several specialized projects and maintain one of the most productive pro bono programs in the nation. PSLS has excellent fiscal controls and upholds the highest rating from Charity Navigator and Guidestar. For more information regarding PSLS services and operations, please visit our website at [www.pslegal.org](http://www.pslegal.org).





## **Job Opportunity Announcement Supervising Attorney - Joliet, IL**

Every day, people across Illinois are denied the basic rights to which they are entitled under the law simply because they can't afford a lawyer. It's our mission to change that.

Prairie State Legal Services, Inc. is seeking a Supervising Attorney to join our team in the Joliet office which serves Grundy and Will counties. Supervising Attorneys at PSLS are responsible for assisting the Managing Attorney in the supervision of legal work of up to five Staff Attorneys and the completion and monitoring of some administrative tasks for their office. In addition to the supervisory responsibilities, the Supervising Attorney will focus on public benefit access and legal assistance to vulnerable older adults, including those requiring long term care via nursing home, supportive living, assisted housing or in-home care and those who are victims of elder abuse.

Prairie State focuses services on legal problems that impact the ability of our clients to meet their basic human needs, including physical safety, access to healthcare, adequate housing, and financial stability. We provide a wide-range of legal services to some of the most vulnerable members of our communities, including low-income individuals, older adults, veterans, and people with disabilities. Prairie State is the only legal aid organization in the majority of our area and we pride ourselves on providing high quality legal services to our clients while fostering a work environment that is motivating, collaborative, and rewarding, with plenty of opportunities for professional growth.

### **Responsibilities**

- Provide day to day supervision of legal work and provide ongoing feedback as necessary
- Review written work of case handlers
- Ensure that case handlers are engaging in timely, effective, and meaningful case planning
- Assist in leading case assignment meetings and making case acceptance decisions
- Conduct formal case review with Staff Attorneys to ensure all cases are progressing appropriately
- Assist the Managing Attorney in monitoring staff caseloads
- Assist the Managing Attorney in ensuring LSC and other grant compliance
- Assist the Managing Attorney in ensuring compliance with PSLS policies
- Assist the Managing Attorney with completing annual and ongoing performance evaluation
- Carry a caseload of approximately 75% of the applicable range based on experience identified in the Staff Attorney Performance Standards

### **Qualifications**

- Currently admitted to the practice of law in the State of Illinois
- A member in good standing of any state bar for at least two years
- Strong interpersonal skills
- Excellent oral/written communication, research skills, and computer competency
- Organizational and case management skills
- Ability to work effectively as a team member and leader
- The ideal candidates will have a demonstrated commitment to serving disadvantaged populations and we will give preference to candidates who have knowledge of poverty law and experience providing services to low-income individuals.

### **Salary and Benefits**

The Supervising Attorney position is a full-time position at 37.5 hours per week. PSLS salary offers are commensurate on experience and competitive and with similar organizations. Our Supervising Attorney salary scale starts at \$67,000 for those that meet the minimum qualifications, and increases with each year of relevant experience. PSLS is committed to providing an excellent, comprehensive benefits package to its full-time employees that includes:

- Health insurance, including the opportunity to qualify for a wellness credit
- Dental insurance
- Vision insurance
- 403b Retirement Plan including employer contributions
- Extensive training and education program
- Flex schedule and partial remote work
- PTO that starts at 3 weeks/year and increases with additional years at PSLS
- Paid sick leave
- 6 weeks of paid parental leave after one year of employment
- 12 Paid holidays

### **Application Details**

Please indicate "Supervising Attorney – Joliet" in the subject line and email a letter explaining your interest and experience, resume, short writing sample (less than 10 pages), and three professional references to [careers@pslegal.org](mailto:careers@pslegal.org).

### **Resumes accepted until position is filled**

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### **The Organization**

Prairie State Legal Services is a not for profit civil legal aid organization that has served northern and central Illinois for more than 40 years, maintains 11 office locations, and has a staff of nearly 200 employees including training and litigation staff with extensive experience. Our 36 county service area includes rural communities, suburban areas, and mid-size urban cities which necessitates the development of diverse strategies and we encourage our staff to cultivate and utilize creative approaches to reach and serve our client population. Employees of PSLS benefit from the expertise and community connections of their local office staff along with robust program-wide resources. We strive to provide an array of services responsive to the needs of our clients and therefore have developed several specialized projects and maintain one of the most productive pro bono programs in the nation. PSLS has excellent fiscal controls and upholds the highest rating from Charity Navigator and Guidestar. For more information regarding PSLS services and operations, please visit our website at [www.pslegal.org](http://www.pslegal.org).