



ATTORNEY JOB DESCRIPTION

The primary duties of the Attorney include, but are not limited to:

1. Assesses the critical issues of each assigned case and advocates for each client by:
 - a. Assertively and persuasively working with attorneys, clients, social workers and the court.
 - b. Independently investigating and appropriately directing Social Worker Investigators to obtain facts needed to properly assess each case.
 - c. Properly applying dependency case law, statutes and court rules.
 - d. Using effective trial and courtroom presentation skills.
 - e. Effectively negotiating with other counsel.
 - f. Using sound case analysis and judgment.
 - g. Properly preparing witnesses.
 - h. Effectively applying evidentiary rules and objections.
2. Demonstrates a thorough knowledge of dependency law and a general knowledge of law in related areas by competently analyzing and applying the law in daily advocacy and practice thus providing thorough, competent and accurate legal advice.
3. Prepares clear, concise and persuasive motions, pleadings, briefs, and memorandums of law, as well as correspondence and reports as needed by thoroughly and appropriately researching applicable law. Submits/sends documents in a timely manner.
4. Effectively engages available resources to properly represent and advocate for our clients bests interests, including but not limited to:
 - a. Educational resources,
 - b. Medical providers,
 - c. Mental health professionals
 - d. Regional Center resources
 - e. Community based services providers
 - f. Other legal experts or consultants, such as Legal Aid, Public Counsel, Alliance for Children's Rights, etc., and
 - g. Public Defenders in Delinquency Court and Department 95.
5. Develops professional relationships with and provides sound advice to clients through the use of frequent age appropriate interviews that adhere to ethical standards. Follows up on client requests and court orders to ensure that clients receive appropriate services in a timely manner.
6. Maintains professional effective working relationships with bench officers, courtroom personnel, social workers, attorneys, CASAs and service providers.
7. Treats clients' caregivers and family members respectfully.
8. Maintains professional relationship with all CLC coworkers by:
 - a. Cooperating with attorneys, supervisors and CLC leadership,

- b. Demonstrating respect for and gets along well with support staff,
- c. Appropriately using social worker investigators,
- d. Being flexible and willing to assist with coverage in other courtrooms,
- e. Mentoring and being a role model for less experienced attorneys,
- f. Being cooperative with and supportive of office personnel,
- g. Seeking assistance from supervisors when prudent or required, and
- h. Assisting and cooperating with other attorneys.

9. Effectively manages his/her caseload by:

- a. Opening and closing files in a timely manner,
- b. Accurately completing all appropriate office reports in a timely manner, including time sheets, case counts and conflict reports,
- c. Maintaining files in an orderly manner according to office policy,
- d. Writing legibly,
- e. Properly documenting court proceedings, contacts and case developments,
- f. Maintaining an accurate calendar of upcoming hearings for each case.

10. Effectively uses his/her time, as demonstrated by:

- a. Properly prioritizing and allocating time and resources,
- b. Attending requisite meetings and training programs,
- c. Consistently meeting deadlines, and
- d. Providing timely responses to communications and messages.

11. Consistently follows office policies and procedures.

Qualifications:

- Juris Doctor degree and a member in good standing of the State Bar Association of California. Prior experience in dependency law or trial experience helpful but not necessary.
- The candidate must be able to provide proof of full COVID-19 vaccination status. Reasonable accommodations will be considered
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To Apply:

Applicants must apply directly on CLC's website www.clccal.org/employment - Applications received through any other site or method will not be considered. Please include a detailed cover letter indicating why you are interested in and qualified for this position. Resumes submitted without this letter will not be considered.

A valid driver's license and reliable automobile, auto insurance and an operable mobile phone are required at all times while working for Children's Law Center.

Children's Law Center is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, disability, medical condition, age, or gender identity, or any other characteristic protected by law. Full vaccination status for COVID-19 is a condition of employment.