



JOB POSTING
Staff Attorney
Volunteer Services Unit
(Internal and External)

For over 50 years, Legal Aid Chicago has provided free civil legal assistance to people living in poverty in metropolitan Chicago. Each year our attorneys, volunteers, and staff help resolve civil legal problems, including domestic violence, consumer fraud, and unfair evictions.

Position: This position will be placed in Legal Aid Chicago's Volunteer Services Unit to support work focused on criminal records relief (e.g., expungement and sealing), as well as other work of the Volunteer Services Unit. Legal Aid Chicago's VSU **supports and advances** Legal Aid Chicago's mission by recruiting volunteers and developing, managing, and improving pro bono focused projects. VSU also provides support to and recognition of volunteer contributions to Legal Aid Chicago.

Legal Aid Chicago's Volunteer Services Unit serves clients with barriers to employment, education, or housing who seek to have their criminal record expunged, sealed, or vacated, or with alternative forms of criminal record relief such as certificates of good conduct and healthcare waivers. The staff attorney will be involved in all aspects of criminal records relief, including records research, eligibility determinations, preparing and filing paperwork, and appearing in court. The staff attorney will work closely with volunteers who participate in criminal records relief, providing supervision and support.

Responsibilities:

- Provide comprehensive legal representation to clients in criminal records relief matters including filing petitions and appearing in court on matters involving expungement, sealing, and motions to vacate
- Recruit, train, and support volunteer attorneys in providing representation in criminal records relief and other subject matters, as necessary
- Organize, attend, and assist with the operation of expungement legal clinics (virtual and in-person), including the supervision of volunteer attorneys
- Attend and assist with the operation of monthly general legal clinics, virtually or in-person, as necessary
- Engage in community outreach to educate members of the public regarding criminal records relief
- Establish and maintain relationships with community organizations that provide services to individuals with criminal records
- Maintain case files and timekeeping in electronic case management system
- Track data related to pro bono work and assist on related reporting
- Other duties as assigned

Qualifications:

- Applicants must have a J.D. degree and be licensed to practice law in Illinois, licensed in another state and able to waive into the Illinois bar, or be awaiting results from the October 2020 Illinois bar exam
- Experience in criminal records relief is preferred
- Strong oral and written communication skills, highly developed organizational skills, and great client counseling skills
- Experience coordinating volunteers and organizing and implementing trainings is preferred. Enthusiasm for working with volunteers and confidence in speaking to groups of professionals necessary.
- Availability during evening hours on days when clinics are held is required.

Salary: Commensurate with experience. Legal Aid Chicago offers a comprehensive benefits package, including low-cost health plan options, employer-provided group life and long-term disability insurance, low-cost fitness center access, generous paid time off, and much more.

To Apply: Send your cover letter, resume, law school transcript (unofficial ok), short writing sample (3-5 pages), and the contact information of two professional references to: resume@legalaidchicago.org. Please type “**VSU Staff Attorney**” in the subject line of your e-mail. Applications will be reviewed on a rolling basis, and the position will remain open until filled. Applications received by October 24, 2020 will receive the strongest consideration. No phone or agency calls, please.

Legal Aid Chicago is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status. Applicants who have experiences with our client communities are encouraged to apply.