

Title: Managing Attorney of CASL Legal Clinic	Grade: 8	
Reports To: Director of Program Services	FLSA Status: Exempt	
Supervises: Community Advocate and Legal Clinic Volunteers	Date Written:	Date Revised:
	03/01/2018	2/21/2020

POSITION SUMMARY

Reporting to the Director of Program Services, the Managing Attorney organizes and runs the CASL Legal Clinic. (S)he organizes and acts as the lead Attorney for the CASL legal clinic, helping clients obtain brief pro bono services or brief services, and giving legal advice or pro bono representation, as appropriate. S(he) also coordinates all research, client management, and legal case management for the agency.

DUTIES AND RESPONSIBILITIES

- Coordinates all relevant clinic activities.
- Manages the Community Advocate and Legal Clinic volunteers including scheduling volunteers for monthly clinics, maintaining an up to date list of volunteers, and serve as a supporting role for volunteers.
- Helps clients obtain brief pro bono service, and/or provide legal advice or pro bono representation as appropriate.
- Conducts all research, client management, and compiles case management material for the agency.
- Liaises with CVLS and assures all relevant case intakes and/or case closures are completed and returned to CVLS.
- Performs intake interviews for applicants and assists in screening of clients for eligibility for representation.
- Provides high quality legal assistance and representation as required to eligible clients on matters pertaining to their situations.
- Complies with all applicable regulations, policies and grant requirements.
- Maintains the highest ethical standards as a member of the State Bar and stays current with updates and changes to the law
- Ensures that all applicable client files, data and reports are accurate and complete.
- Demonstrates knowledge and expertise of the law and legal system.

- Embraces and support the Organization's overall mission, standards, policies and procedures, and confidentiality guidelines.
- Utilizes CASL's Salesforce database system to enter cases and generate reports for clinic performance evaluation.

LEGAL COMMUNITY-BUILDING

- Works with CVLS, AABA and CABA for various legal workshops, speeches, and meetings.
- Select, trains and hosts summer legal interns when grant is given by AABA.
- Recruits volunteer attorneys and interpreter/law students.
- In partnership with CVLS Volunteer Officer, tracks volunteers in volunteer database and comply with all volunteer on boarding requirements.
- Supports, promotes and participates in community education, outreach and develops good public relations with the client community, state and local bar and other community groups.
- Directs and monitors the activities of volunteers and paralegals as requested by management.

Other

- Utilizes CASL's Salesforce database system to track clients' records, monitor program performance, and prepare reports.
- Participates in individual/team/department meetings as scheduled by department Manager.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- J.D. from an ABA accredited law school.

- Licensed to practice law in Illinois.
- Minimum of three years licensed practice experience.
- Ability to speak and write Chinese (Mandarin and/or Cantonese).

Skills/Knowledge:

- Ability to use general computer applications for Word Processing and Data Entry purposes, email, as well as internet research.
- Basic end-user level understanding and experience with Salesforce is a plus.
- Excellent verbal and written communication skills.
- Strong interpersonal skills: able to work well with a wide range of people.
- Good mentoring skills.
- Strong legal research skills with ability to prepare for and present evidence at trial.
- Strong organizational and time management skills.
- Good analytical and problem-solving skills.
- Demonstrate resourcefulness and ability to take initiative in development and completion of projects.
- Strong sense of community service.
- Able and willing to continue professional development.

Physical Demands:

- Ability to bend and lift a minimum of 15 pounds.
- Required to frequently sit, stand and walk for extended periods.

Environment and Scheduling:

- 40 hours of work performed Mondays through Saturdays, daytime.
 - Work is performed in the office, and occasionally in courts, as needed.
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CASL is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ethnic or national origin, or any other status protected by State and Federal Law.