

Neighborhood Legal Services

Assistant Supervising Attorney Family Law Unit- Niagara Falls Office

NLS seeks to hire a Family Unit Assistant Supervising Attorney for the Niagara Falls office. The Assistant Supervising Attorney is a management position, will be located principally in the Niagara Falls office and will function as the main point of contact for management and operations of that office. These duties will include oversight of administrative staff, review of timesheets, communication of issues specific to that office, e.g., weather closings, and liaison with building management.

The Assistant Supervising Attorney will be responsible for assisting with the direct supervision of Family Law Unit staff, as designated by the Supervising Attorney, and other duties to be assigned as needed. The Assistant Supervising Attorney will carry a caseload. Direct supervision will include substantive supervision of staff caseloads, supervision of staff performance in court and responsibility for CSR compliant closing of cases.

The Assistant Supervising Attorney will assist the Supervising Attorney in preparing for and leading regular case reviews, will assist in setting annual goals and developing priorities and a direction for the unit each year. The Assistant Supervising Attorney also will assist the Supervising Attorney in identifying funding opportunities, in the drafting of grant applications, in contract compliance and in the preparing of periodic reports to the funder. The Assistant Supervising Attorney will act as co-coordinator of designated projects grants, such projects to be designated by the Supervising Attorney, and will be responsible for directing both the substantive work (achieving performance goals) and the administrative grant requirements (reporting) for each project.

Qualifications: Must be admitted to practice in New York State, good communication and writing skills, demonstrated commitment to the goals and clients of the legal services program, sensitivity to the needs of financially disadvantaged and disabled persons. Salary based on experience. Generous benefit package. May be eligible for student loan forgiveness program. Spanish speaking helpful. Minorities, women, persons with disabilities, gay, lesbian, and transgender are all welcome and encouraged to apply. Please send resume and references to (no phone calls please): Sandra Fudala, Office Manager, Neighborhood Legal Services, Inc., 237 Main Street, Suite 400, Buffalo, New York 14203, sfudala@nls.org