



Board of Directors

Daniel K. Mayers
Chairman
Elizabeth Bartholet
Vice Chair

Stephanie Avakian
Eric D. Balber
Stephen C. Bell
Sandra Ruiz Butter
Suzanne B. Cusack
Stephen M. Cutler
Edward J. Davis
Jason Flom
Mary Beth Forshaw
Beth L. Golden
Tino Hernandez
Brad S. Karp
Doug Liman
Elaine H. Mandelbaum
Michael Meltsner
Mark C. Morrill
Mary E. Mulligan
William C. Paley
Dallas Pell
Ed Shaw
Jane Velez
Diane B. Williams

Founding Chairman

Arthur L. Liman
From 1972 to 1997

Executive Staff

Paul N. Samuels
Director and President

Catherine H. O'Neill
Senior Vice President

Anita R. Marton
Vice President

Martha R. Acero
Vice President/CFO

Sally Friedman
Legal Director

Job Descriptions: Two Attorney Openings in New York

The Legal Action Center is a non-profit public interest law firm and policy organization that specializes in the areas of alcohol and drug addiction, AIDS and criminal justice. The Center's mission is to fight discrimination against and protect the privacy of individuals with histories of alcohol or drug problems, HIV/AIDS and criminal records. Through its New York City headquarters and Washington, D.C. office, the Center uses a multi-faceted program of litigation, legal services, education and policy analysis and advocacy to effectuate its mission.

The Center is seeking to fill two attorney positions in its New York City office: Deputy Legal Director and Staff Attorney.

Job Description:

These two attorneys will work primarily in the Center's Legal Department, which helps over 2,500 New Yorkers annually resolve legal problems related to the collateral consequences of a criminal conviction, discrimination due to an alcohol/drug history or HIV status, and the violation of privacy rights. The Legal Department also conducts trainings, creates educational materials, and provides legal counsel to health and social service providers, attorneys, government agencies, and policy makers on the federal laws governing the confidentiality of drug and alcohol patient records (including HIPAA), New York State's HIV privacy law, state and federal laws that prohibit discrimination in employment, housing, and elsewhere, and other legal issues.

Both attorneys will report to the Legal Director. Consistent with LAC's collaborative structure, both attorneys also will work informally with LAC's policy staff to develop non-litigation, systemic solutions to problems faced by LAC's constituencies.

New York

225 Varick Street New York, New York 10014
Phone: 212-243-1313 Fax: 212-675-0286
E-mail: lacinfo@lac.org • Web : www.lac.org

Washington

236 Massachusetts Avenue, NE Suite 505 Washington, DC 20002
Phone: 202-544-5478 Fax: 202-544-5712

Responsibilities:

Both attorneys will have the following responsibilities. The Deputy Legal Director's additional responsibilities are listed further down.

Responsibilities for both positions:

- Represent clients in federal and state court as well as in administrative agencies, including in impact litigation, often working with *pro bono* partners;
- Represent clients in non-litigation matters, such as informal advocacy with employers and licensing agencies and advocacy to correct errors on rap sheets and obtain certificates of rehabilitation;
- Advise and write publications and analyses for providers and government agencies in many health and social service systems – including alcohol and drug treatment and the criminal justice system, on the legal issues described above. This work includes staffing an attorney hotline.
- Conduct trainings for health and social service providers, lawyers, and others working in the re-entry, addiction, and HIV fields. Trainings are primarily in New York State, but some travel to other states may be required;
- Develop print and web-based educational materials for clients, service providers and attorneys;
- Collaborate with other legal services providers and advocacy groups by participating in task forces and coalitions, making presentations, attending conferences, etc.; and
- Participate in LAC's policy work and help to develop non-litigation approaches to problems faced by LAC's clients.

Additional Responsibilities of the Deputy Legal Director

The Deputy Legal Director will work closely with the Legal Director and in collaboration with other legal and policy staff to shape and manage the Center's litigation and legal services programs:

- Supervise the Center's four paralegals, who staff a hotline, advocate for clients with employers and government agencies, summarize and correct errors on rap sheets (including a project at the Rikers Island Correctional Facility), and represent clients at administrative hearings;
- Assist Legal Director in supervising the work of the two staff attorneys and *pro bono* counsel;
- Work with Legal Director and other staff to develop impact litigation and Legal Department strategic plans;

- Supervise the client services provided by support staff, who screen and direct all client calls, address inquiries from incarcerated persons, and obtain clients' rap sheets; and
- Work with Legal Director and Grants Manager to manage several of the grants that fund the Legal Department. This grants/project management includes ensuring completion of work, reviewing statistical and narrative reports to funders, and preparing grant applications.

Qualifications

Both positions:

- J.D., admitted in New York (current law students should *not* apply)
- Strong interest in discrimination, re-entry, health privacy, and civil rights law
- Excellent written and oral communication, advocacy, and analytic skills. Experience writing for legal and non-legal audience a plus
- Demonstrated problem solving, prioritizing, time management, team-building and organizational skills
- Strong networking skills and the ability to develop and maintain relationships with individuals, organizations and government agencies
- Background working with indigent clients and diverse groups of people
- Familiarity with legal services and resources in New York
- Spanish fluency is a plus

Additional qualifications for Staff Attorney

- **At least 2 years of litigation and/or legal services experience preferred**

Additional qualifications for Deputy Legal Director

- At least five to seven years of litigation and/or legal services experience and some supervisory and team-building experience
- Interest in developing project and organizational management skills

FOR BOTH POSITIONS

Salary for both positions is commensurate with experience. Excellent benefits, including medical insurance, 403(b) plan with employer contribution, and pre-tax flexible benefits. Please send, fax or e-mail a resume and brief cover letter (no calls), specifying for which position(s) you are applying, to Human Resources-ATTY, Legal Action Center, 225 Varick St., New York, NY 10014. Fax: (212) 675-0286. E-mail: lacinfo@lac.org. Only candidates selected for interviews will be contacted. The Legal Action Center is an equal opportunity employer.