

## **Job Description**

Position: Supervising Attorney, Duluth Office (Hybrid Virtual)

### **Overview:**

The Supervising Attorney directly supervises the legal work of the legal staff and is responsible for handling their own proportionate caseloads. This position can be largely virtual, but requires in-person meetings, court hearings and trainings as needed to fulfill the responsibilities of the position. This Supervising Attorney will be located out of the Duluth office. Supervising Attorneys are members of the Justice North Leadership Team and report to the Director of Advocacy.

### **Responsibilities:**

The Supervising Attorney is responsible for both supervising the legal work of their assigned legal staff as well as their own legal representation of low-income individuals in all areas of poverty law (such as family law, orders for protection, landlord/tenant disputes, evictions, utilities, public benefits, consumer, expungement and other civil matters). Aside from direct supervision and client services, the Supervising Attorney position requires preparing and delivering trainings and other community education, conducting outreach, appearing in administrative and judicial forums, active bar participation and special legal and community projects impacting low-income clients.

The Supervising Attorney is a member of the Justice North Leadership Team, where they will participate in agency-wide discussions, decision making, and opportunities for mentorship to colleagues. The Supervising Attorney promotes a positive and team-based work atmosphere, demonstrates Justice North's mission and policies and supports other staff in their efforts to do the same. The individual will participate in direct communication with colleagues, the courts and community partners, and consistently demonstrate professional judgment and discretion.

The Supervising Attorney is responsible for general oversight of the legal work and legal staff to ensure high quality legal services are provided and that the staff are supported. This includes regular meetings with legal staff, review of the cases and work, identification of training needed, and other supervisory work as needed. The Supervising Attorney will support and enact changes to procedures and policies as directed by the Executive Director and will work closely with the Director of Advocacy to implement needed changes and to meet client and agency needs.

### **Qualifications:**

The Supervising Attorney must have a minimum of 5 years of experience as an attorney, and civil legal service experience is preferred. The Supervising Attorney must have excellent legal knowledge, strong litigation, communication, and leadership skills, as well as the willingness to connect virtually, electronically, in person or on the phone with their fellow team members. Training, mentoring and support will be consistently available for the new Supervising Attorney. The Supervising Attorney's legal advocacy and overall performance will be supervised by the agency's Director of Advocacy.

**Compensation:**

Starting salary is pursuant to Justice North's salary scale based on years of experience, ranging from \$94,196 - \$117,767.

Justice North offers an excellent benefits package that includes health, dental, life and disability insurance, 403(b) retirement plan; exceptionally generous paid time off, and observes federal holidays.

**Application Deadline: January 31, 2024**

Please submit a cover letter and resume **via the link below:**

<https://justicenorth.bamboohr.com/careers/41?source=aWQ9Mjc%3D>

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