

Job Title: Staff Attorney

Location: Legal Aid Foundation of Tallahassee, Tallahassee, FL

Position Type: 30-35 hours per week | Hybrid Position

Reports To: Executive Director

Job Summary:

The Legal Aid Foundation of Tallahassee is seeking a motivated and compassionate attorney to join our dynamic team. The successful candidate will provide legal assistance to low-income individuals and families in the Tallahassee area, working to address a variety of civil legal matters such as housing, family law, public benefits, and consumer issues. This is an excellent opportunity for an attorney passionate about social justice, public service, and making a meaningful impact in the community.

Key Responsibilities:

- Provide legal representation and advice to clients in civil legal matters, focusing on low-income and underserved populations.
- Conduct initial consultations with clients to assess their legal issues and determine scope of service needs.
- Advocate for clients in court hearings, mediation, and other legal proceedings if further services are required.
- Research legal issues, draft legal documents (pleadings, motions, briefs, etc.), and prepare for hearings and trials.
- Collaborate with other legal professionals, support staff, and community organizations to enhance service delivery.
- Participate in bimonthly mobile law clinics to provide free legal consultations.
- Maintain accurate case files and documentation in accordance with organizational policies and ethical standards.
- Continue professional development through training, supervision, and mentorship from senior attorney.

Qualifications:

- Juris Doctor (JD) degree from an accredited law school.
- Admitted to the Florida Bar, or eligibility for admission within a reasonable period after hire.
- Strong commitment to social justice and public interest law, with a passion for helping low-income individuals and families.
- Excellent written and oral communication skills.
- Ability to work independently and as part of a team.

- Strong research, analytical, and problem-solving abilities.
- Ability to manage a high caseload in a fast-paced environment.
- Proficiency with legal research tools and Microsoft Office Suite.

Preferred Qualifications:

- Prior legal experience, including internships or clerkships, in civil law or public interest law (preferred but not required).
- Experience working with diverse populations and community organizations.

Compensation:

- Competitive salary.
- One-year contract with the high potential to renew with compensation advancement.
- 30-35 hours per week
- The position does not offer traditional employee benefits; however, the salary is designed to help cover expenses typically included in a benefits package.