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Board of Directors Alexander J. Geraldo, Esq. President

**JOB ANNOUNCEMENT: FULL-TIME DOMESTIC VIOLENCE STAFF ATTORNEY**

Community Legal Services of Prince George’s County, Inc., is seeking a full-time Staff Attorney to join our Domestic Violence Wellness program. This position is in-person at our courthouse clinic with occasional work from home (Covid and court closure dependent). The attorney will advise and represent clients seeking Protective Orders. The attorney will also work with the clients to provide referrals for services and representation to individuals after their hearings. The attorney will work with the family law attorneys and legal assistants to address the needs of the client for additional services, including representation in divorce, custody, and other cases. We are seeking someone fun and energetic and with a passion for helping survivors of intimate partner violence. Training and mentoring are available. This position is grant funded.

**JOB DUTIES:**

- Present arguments and evidence to the court in protective order and family cases

-Providing clients with referrals to services and further representation as needed

-Assisting clients with court forms

-Providing legal advice to self-represented litigants with questions about their rights

-Answering phone calls and assisting with intakes

-Updating legal case tracking system with case information

-Coordinating and attending community outreach and trainings

-Work independently and make litigation decisions without the direct supervision of an on-site supervisor.

**QUALIFICATIONS**

-Licensed in Maryland (or the ability to waive in).

-Preferred: One to three years of litigation experience.

-Demonstrated ability to do detail-oriented work and manage competing tasks.

-The ability to work both independently and collaboratively.

-Spanish language proficiency preferred

-Covid Vaccination is required prior to start date

**BENEFITS**:

-Three weeks paid vacation, 7 days of paid sick leave, medical and dental insurance, $50,000 life insurance, short-term and long-term disability insurance, and a 3% contribution to 403(b)-retirement plan through Mutual of America.

**SALARY:** $68,000

  Interested candidates should email a resume and cover letter to Executive Director, Jessica Quincosa, at quincosa@clspgc.org.

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