

Supervising Attorney – Civil Unit

The Erie County Bar Association Volunteer Lawyers Project (VLP) seeks a full time Supervising Attorney to oversee our Civil Unit in our law office in Buffalo, NY which provides free civil legal services to low-income people.



VLP is a mixed model civil legal services program that coordinates services by pro bono attorneys and provides direct representation by our staff. The Buffalo office handles a wide variety of civil legal services, with a focus on involving pro bono lawyers in the delivery of our services to clients. We have two offices, one in Buffalo, NY and the other in Batavia, NY. This position works primarily out of the Buffalo office.

Duties/Responsibilities:

- Conduct orientation for clients seeking pro bono attorney assistance
- Train, supervise, and support paralegals in all aspects of their work, including intake and call-back procedures, office administration, etc.
- Supervise and work collaboratively with the Deputy Supervising Attorney
- Supervise staff attorneys in the Civil Unit on substantive law issues and case handling issues. Provide training, support, and feedback to attorneys on substantive work product, client interaction, and trial skills
- Prepare cases for referral and work with Volunteer Attorney Recruitment Coordinator to refer cases to pro bono attorneys and provide follow-up on cases when needed
- Monitor callback system to ensure calls are returned timely
- Hold monthly case conferences with attorneys in the civil unit and maintain up to date in depth knowledge of the caseloads of all attorneys under your supervision
- Monitor case management system to ensure files are opened and closed in a timely manner and that all files have appropriate notes and adhere to file maintenance policies
- Provide counsel and advice to clients and handle full representation cases and/or portions of VLP cases with a particular emphasis on handling cases that are difficult to refer to volunteers or are returned partially completed by volunteers
- Compile data for grant reporting
- Provide back-up coverage for clinics as needed
- May require some local travel
- Other tasks may be assigned

Requirements/Skills - Required:

- must be an attorney admitted to practice in New York and be in good standing
- 7 years of experience in civil matters
- strong oral and written advocacy skills
- a willingness to work independently while also taking direction and operating as part of a team
- the ability to juggle many tasks efficiently
- the flexibility to handle other tasks as presented, such as community outreach and education
- the means and willingness to travel locally (a driver's license and regular access to a vehicle is required)
- Comfortable with public speaking

Requirements/Skills - Preferred:

- 5 or more years of experience in civil legal services
- Prior management/supervisory experience

TO APPLY: Please send a resume with a cover letter clearly explaining your interest and qualifications. Include contact information for 3 references and send your materials to: Nikole Wynn, Deputy Director, ECBA Volunteer Lawyers Project, Inc. at nwynn@ecbavlp.com. Applications will be accepted on a rolling basis until the position is filled.

SALARY & BENEFITS: Salary at hire caps at \$90,000 annually. VLP provides excellent benefits including fully paid health insurance, long term disability insurance, life insurance, a Simple Employee Pension Plan, and generous leave time. Dental insurance, FSA and Dependent Care FSA, and 403b plans are also available through employee contributions. The work atmosphere is congenial, respectful and flexible.

VLP is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For information on VLP, see www.ecbavlp.com

This position will work out of our Buffalo, NY office with the possibility of some remote work after the introductory period.

Proof of COVID-19 vaccination is required unless the individual qualifies for a reasonable accommodation as required under the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, the New York State Human Rights Law and/or guidance from the Equal Employment Opportunity Commission. VLP may grant requests for reasonable accommodations to this requirement on the basis of disability or sincerely held religious beliefs.