

# Staff Attorney

## Job Description

---

|                     |                                 |
|---------------------|---------------------------------|
| <b>Title:</b>       | Staff Attorney                  |
| <b>Reports to:</b>  | Legal Team Manager              |
| <b>FLSA Status:</b> | Exempt                          |
| <b>Wages:</b>       | \$60,000 Annual Salary          |
| <b>Job Type:</b>    | Full time                       |
| <b>Location:</b>    | North County Office (Escondido) |

***CCS is an equal opportunity employer that strives to create an inclusive environment and a diverse workforce from all backgrounds, abilities, and cultures.***

---

**Summary:** Provides legal assistance to victims of Intimate Partner Violence (IPV), Sexual Assault (SA), and IPV-related stalking in the North County Judicial District of San Diego County. Provides an array of IPV-related legal services – Domestic Violence Restraining Order (DVRO) consultations, hearing preparation, family law and civil legal remedies consultations, and limited direct representation in Family Court. Works in partnership with CCS Legal Advocate to provide holistic, comprehensive legal services using a client-centered approach.

### **Essential Functions:**

- Complete holistic intakes, over the phone and in person, to determine eligibility for services and appropriate remedies
- Provide by-appointment consultations regarding DVROs, associated family law issues, and civil legal remedies
- Prepare pro se family law litigants to represent themselves at restraining order and other hearings
- Represent victims, on a case-by-case basis, at DVRO hearings and Family Court proceedings
- Collaborate with immigration law organizations to help clients access immigration services
- Provide crisis intervention, co-develop client safety plans, and provide appropriate referrals
- Actively participate in building and maintaining Legal Team cohesion and supportive collegial environment
- Provide community outreach and training to service providers and other professionals, as needed
- Maintain DV and SA Crisis Counselor status by completing initial and ongoing training, as required
- Complete admin tasks, including timecard entries, reimbursement requests, and data entry, by agency deadlines
- Keep CCS Outlook calendar updated with appointments and required information
- Work as a team with all other CCS departments to provide comprehensive client services when needed
- Participate in intra-agency cross-training and team collaboration efforts
- Promote the safety and well-being of clients by modeling and encouraging healthy communication, safety-focused decision making, and acceptance of diversity
- Maintain confidentiality and respectful communication at all times
- Other duties as assigned



## **Job Requirements**

### **Education/Licensure:**

- Juris Doctor degree
- Licensed California attorney in good standing
- Completion of California State-approved Sexual Assault/Domestic Violence Crisis Intervention Training required (or must complete upon hiring)

### **Preferred Experience:**

- Oral and written fluency in English and Spanish highly preferred
- Experience providing legal services to victims of IPV, SA, and stalking
- Experience working with intervention strategies, legal system, and/or crisis counseling

### **Core Competencies:**

- Adaptability and flexibility while working in a dynamic environment
- Strong interpersonal and communication skills, including conflict resolution skills
- Must demonstrate respect and openness for cultural diversity in all its forms, including ethnicity, sexual orientation, abilities, genders and gender identities, and religious backgrounds

### **Working Environment:**

This job operates in a professional office environment. Some outreach and off-site activities will be held in other locations, as requested. Must maintain personal cell phone for work-related purposes. Ability to work in IPV, SA, and stalking fields.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to carry up to 20lbs.

### **Travel:**

Some travel may be required (up to 10%, mostly within San Diego County). Must have reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance.

### **Work Hours**

The employee must be available during Agency working hours of 8:30 a.m. to 5:30 p.m. and must work 40 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

---

***TO Apply: Please submit your resume and cover letter to [RSarmiento@ccssd.org](mailto:RSarmiento@ccssd.org)***