

Position Opening

February 1, 2024

TITLE: Staff Attorney Full-Time Position

DESCRIPTION: This position will deliver civil legal services to victims of crime in Westmoreland County. This is an exempt position as defined in the Fair Labor Standards Act.

RESPONSIBILITIES include, but are not limited to:

- Represents clients in civil legal matters, including Protection from Abuse orders.
- Participates in the development and implementation of procedures to insure effective operation of the civil legal services program.
- Supports the maintenance of a data-collection and record-keeping system that allows for the efficient retrieval of data needed to measure and monitor the performance of the legal program.

QUALIFICATIONS include, but are not limited to:

- Juris Doctor as well as passage of the PA Bar Examination.
- Two or more years' experience in the practice of family law preferred, but not required.
- Excellent verbal and written communication skills, and organizational and interpersonal skills.
- Excellent leadership skills.
- Eligibility to obtain State Police, Child Abuse and FBI clearances.
- Ability to present oneself in a professional manner to individuals, and small and large groups.
- Ability to deal with crisis and confrontation in a professional, positive, and effective manner.
- Commitment to the program philosophy of the agency.

Please submit resume to: Managing Attorney

P.O. Box 399

Greensburg, PA 15601