



## CIVIL STAFF ATTORNEY JOB DESCRIPTION

**POSITION SUMMARY:** The Community Legal Center (“CLC”), a 501(c)(3) nonprofit corporation located in Memphis, Tennessee, seeks a Civil Staff Attorney who demonstrates a passion for serving and advocating for lower income individuals and other vulnerable populations. This staff attorney works under the direction of the Lead Civil Staff Attorney to perform direct civil legal representation and weekly civil legal clinics and to represent the CLC at community events throughout the Memphis area.

### DUTIES AND RESPONSIBILITIES:

- Performs civil consultations to screen for in house placement
- Provides direct legal representation for clients, including in civil courts
- Representation includes, but is not limited to, divorces, conservatorships, guardianships, probate matters, advance directives, landlord/tenant, adoptions, and consumer issues
- Maintains records of services and statistics performed as a CLC staff attorney
- Works effectively and constructively with Paralegal
- Presents educational seminars on legal topics
- Promotes the CLC in the community
- Complies with all CLC policies and procedures
- Other duties as assigned

### QUALIFICATIONS:

- Licensed to practice law in Tennessee
- Juris Doctor (J.D.)
- Knowledge of Tennessee civil law
- Experience in civil court preferred but not required
- Good written and verbal communication and advocacy skills

**WORKING ENVIRONMENT:** Office environment, some remote work, occasional evening or variable hours to attend clinics and seminars.

**CLASSIFICATION:** Exempt

**BENEFITS:** CLC offers health insurance; paid time off; holidays, including a one-week holiday in December; and access to supplemental insurance, a retirement plan, an employee assistance program, and an opportunity to participate in health care and dependent-care FSAs.

**SALARY RANGE:** Salary dependent on qualifications and experience.

*Interested applicants should submit a cover letter and current resume to Melissa Janoske McLean, Associate Executive Director, at [melissam@clcmemphis.org](mailto:melissam@clcmemphis.org).*