



JOB ADVERTISEMENT SHORT-TERM COVERAGE ATTORNEY

Children's Legal Services of San Diego, Inc. (CLSSD) is a nonprofit public benefit corporation, which advocates for children and youth who are the subject of abuse and neglect proceedings in the San Diego County juvenile dependency court system. CLSSD is dedicated to high quality, comprehensive legal representation that advocates for children and their voices to be heard in the court room. Our firms are court-appointed to represent both minors and non-minor dependents in Juvenile Dependency Court within and out San Diego County.

CLSSD, located in the Kearny Mesa area of San Diego, is seeking a Short-Term (less than one year) Coverage Attorney to assist with an attorney leave of absence commencing in June or July 2020. The Attorney is responsible for representing clients who range between the ages of 0-18 years old who are dependents of the juvenile courts in San Diego County. CLSSD Attorneys serve as the attorney and Guardian Ad Litem for these children and youth. This position will report to the Firm 2 Managing Attorney. Travel through San Diego County required.

The primary duties of the Attorney include, but are not limited to:

- 1) Assess the critical legal issues of each assigned case through each phase of the Juvenile Dependency System and advocating for each client by:
 - Interviewing and consulting with clients in an age appropriate manner to determine their position/wishes and assessing their best interest;
 - Assertively and persuasively working with attorneys, caregivers, CASAs, social workers and the court;
 - Independently investigating the allegations of dependency petitions and other underlying issues affecting our clients, including safety, education, developmental, health, etc.;
 - Properly applying dependency and other applicable case law, statutes and court rules;
 - Using effective trial and courtroom presentation skills;
 - Effectively negotiating with other counsel and social workers;
 - Using sound case analysis and judgment;
 - Effectively applying evidentiary rules and objections;
 - Propounding and reviewing discovery;
 - Assessing the need for expert witnesses;
 - Interviewing witnesses and preparing subpoenas;
 - Properly preparing witnesses; and
 - Effectively collaborating with other community resources to assure our client's needs are met.
- 2) Demonstrate a thorough knowledge of dependency law and a general knowledge of law in related areas by competently analyzing and applying the law in daily advocacy and practice thus providing thorough, competent and accurate legal advice. Attend required trainings, which may fall outside of regular business hours. Maintain compliance with MCLE requirements.
- 3) Prepare clear, concise and persuasive motions, pleadings, briefs, and memorandums of law, as well as correspondence and reports as needed by thoroughly and appropriately researching applicable law. Submit/send/file documents in a timely manner.
- 4) Effectively engage available resources to properly represent and advocate for our clients' best interests, including but not limited to:
 - Caregivers, including group home staff;
 - Medical providers;
 - Mental health professionals;
 - Educational resources;
 - Community based services providers, such as Voices for Children, Regional Center;
 - Other legal experts or consultants;
 - Public Defenders, District Attorney's and Probation Officers in Delinquency Court.

- 5) Develop professional relationships with and provide sound advice to clients through the use of frequent age appropriate interviews that adhere to ethical standards. Follow up on client requests and court orders to ensure that clients receive appropriate services in a timely manner.
- 6) Maintain professional effective working relationships with bench officers, courtroom personnel, social workers, caregivers, attorneys, CASAs and service providers.
- 7) Treat clients, clients' caregivers and family members with respect.
- 8) Maintain professional relationship with all CLS coworkers.
- 9) Effectively manage his/her caseload by:
 - Opening and closing files in a timely manner;
 - Interviewing clients per policy;
 - Accurately completing all appropriate office reports in a timely manner, including time sheets, case counts, mileage reports, time sheets, and conflict reports;
 - Maintaining files in an orderly manner according to office policy;
 - Writing legibly;
 - Updating JCATs daily;
 - Properly documenting court proceedings, contacts and case developments;
 - Maintaining an accurate calendar of upcoming hearings for each case;
 - Conducting client visits in accordance with firm policy, including foster homes, group homes and juvenile hall;
 - Assessing whether writs/appeals are needed and either associating counsel or preparing briefs to join another party's position;
 - Submitting requests for investigation as needed;
 - Assessing conflicts upon appointment/detention and throughout case. Upon actual conflict, preparing case for transfer, when approved by firm's director; and
 - Reporting possible administrative or judicial proceedings that may be needed for a client beyond the scope of the juvenile proceedings;

Qualifications:

- Juris Doctor Degree and a member in good standing of the State Bar Association of California.
- Prior experience in juvenile law or trial experience required.
- Certification in Juvenile Dependency required upon hiring.
- A valid California driver's license, reliable automobile, automobile insurance as required by California law, is required at all times while working for Children's Legal Services.

**TO APPLY, PLEASE SEND RESUME AND COVER LETTER TO
JOELLEL@CLSSANDIEGO.ORG.**

Children's Legal Services of San Diego, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, disability, medical condition, age, or gender identity, or any other characteristic protected by law.