

DISABILITY RIGHTS NC POSITION DESCRIPTION

Job Title:	Staff Attorney	Date:	June 2017
Reports to:	Team Leader	FLSA:	Exempt
Location:	Raleigh, NC		

General Summary: Represents clients in individual cases in addition to participating in larger “systems change” complex litigation. Engages in advocacy with state officials and agency staff on a wide range of issues affecting individuals with disabilities. Provides supervision, consultation, and advice to advocacy and paralegal staff.

Disability Rights NC attorneys develop and maintain expertise in complex and overlapping areas of law specific to the protection and advancement of the rights of individuals with disabilities.

Demonstrates the following core values: relentless pursuit of results, respect and humility, personal responsibility, positive outlook, problem solving, communication, organization, and effective internal and external relationships.

Essential functions (with or without accommodations):

1. Practice law in the State of North Carolina
2. Travel, including overnight
3. Interact with people with disabilities
4. Engage appropriately with others, both internally and externally
5. Work collaboratively, collegially, and cooperatively across teams, units, and departments
6. Occasionally work long hours and/or weekends.
7. Record data into the agency’s database.
8. Communicate effectively, orally and in writing
9. Conduct research and analyses of pertinent legal authority

Job Duties:

- Ensures effective advocacy and high quality representation of people with disabilities
- Represents individual clients consistent with Disability Rights NC’s annual targets and selection criteria including the development and implementation of all phases of case strategies and activities including negotiation, mediation, representation in administrative proceedings, and systemic advocacy and litigation
- Provides advice and assistance to Disability Rights NC’s clients, including writing letters and memoranda and drafting pleadings on behalf of Disability Rights NC’s clients
- Analyzes fact patterns and issues raised by callers and presented by Intake staff and provides information/assistance/referral as appropriate
- Analyzes and interprets federal and state laws, rulings and regulations to stay abreast of legal developments in disability law, and other related law/ethical fields

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- Analyzes statutes, regulations, and agency policies/procedures and drafts analysis and comment, as appropriate, in collaboration with DRNC policy staff
- Provides technical assistance to attorneys and advocates regarding the rights of individuals with disabilities, including but not limited to substantial assistance to pro bono attorneys
- Assists in the planning and development of Disability Rights NC's program priorities and develops work plans, as assigned
- Prepares and reviews reports, amicus briefs, articles and special projects, drafts legislation and proposed regulations, as assigned
- Prepares written materials and conducts activities for the education and training of consumers, coalition partners, professionals, Disability Rights NC staff, members of the public, and others consistent with Disability Rights NC's annual targets
- Cultivates, develops and maintains relationships with subject area professionals and advocates, including state officials and agency staff, providers, advocacy organizations, pro bono attorneys, and community advocates
- Represents Disability Rights NC at coalition meetings, public hearings, stakeholder groups, and/or task forces
- Mentors interns and paralegals
- Collaborates with and supports the work of other staff members, including sharing expertise in substantive areas
- Monitors institutions and other service providers, agencies, or settings, as required
- Compiles information and prepares program activity reports for funding sources, and assists in grant writing and administration when requested
- Collaborates with other staff in the development of systemic activities as appropriate
- Maintains complete and accurate records in Disability Rights NC's case management system consistent with agency policies and procedures
- Performs other duties, as requested

Requirements:

- Admitted to practice law in North Carolina courts or eligible to sit for the next bar exam
- Minimum of three years of legal experience and civil litigation experience preferred
- Effective interpersonal communication skills
- Ability to organize and prioritize complex tasks

Disability Rights NC is an Equal Opportunity Employer of protected veterans and individuals with disabilities. We do not discriminate in any aspect of employment with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran's status or any other characteristic protected by state or federal law.

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Compensation Package that is competitive with other non-profits: Disability Rights NC offers excellent benefits and a salary based on years of experience. The attorney salary range is \$40,864 - \$82,087. Disability Rights NC offers excellent benefits.

Send a detailed letter of interest explaining your qualifications and interest in the position, resume, and writing sample (limited to no more than 20 pages) to resumes.hr@disabilityrightsn.org. No phone calls please.

Applications will be considered on a rolling basis until July 28, 2017 with an anticipated start date in August, 2017.