STAFF ATTORNEY
JOB DESCRIPTION

Mission Statement: The mission of Sexual Trauma Awareness & Response® (STAR®) is to support survivors of sexual trauma, improve systems response, and create social change to end sexual violence.

Position Description: The primary duty of the Staff Attorney is to provide legal assistance and representation to sexual assault survivors.

Classification: 40 hrs/wk, Full-Time/Exempt

Reports to: Legal Director

Supervises: Legal Interns (as requested)

Salary: Base pay range is $42,500 - $47,000; additional compensation will depend on education, knowledge, and experience.

Position Duties

Daily

- Clock-in and clock-out using the organization's online timekeeping system
- Provide sexual assault victims with comprehensive legal consultations, representation and referrals; practice areas include privacy, safety, employment, education, housing, financial compensation including public benefits, criminal justice system advocacy, and/or other legal needs that arise from a sexual assault
- Conduct safety plans with all survivors
- Connect survivors with additional services throughout the community as needed
- Attend court, return client calls, and draft legal documents as needed

Weekly

- Participate in weekly legal intake and case assessment meetings
- Attend branch meetings as available
- Attend meetings with community partners as needed

Semi-Monthly

- Submit timesheets to supervisor for approval

Monthly

- Submit Time & Effort form to supervisor for approval

- Participate in legal team meetings
- Participate in monthly staff meetings
- Attend community meetings as requested

Annually
- Submit licensure renewal and all related reports for legal team fees
- Participate in performance review with Legal Director
- Maintain compliance requirements for continuing legal education

As Needed
- Assist in developing grant reports as required by funders.
- Travel throughout STAR's service area to provide legal assistance and representation

Qualifications for this Position

The following are the minimum requirements for this position.
- You are licensed and in good standing to practice law in the State of Louisiana.
- You have a law degree from a school accredited by the American Bar Association.
- You adhere, at all times, to the Louisiana Rules of Professional Conduct and Code of Professionalism.
- You have at least one year of experience providing legal representation (preferred).
- You demonstrate knowledge, expertise, and commitment to social justice and/or victim services work.
- You have the ability to issue spot and critically analyze factual scenarios at a relatively fast pace.
- You have strong legal writing and research skills.
- You have effective oral advocacy skills.
- You have the ability to think creatively and problem-solve.
- You are able to travel throughout Louisiana.

Requirements for all Positions at STAR

STAR expects the following qualities for the members of our team.
- You are committed to carrying out STAR's mission, vision and philosophy.
- You adhere to STAR's core values, policies and procedures.
- You value differences, recognizing that different perspectives and cultural diversity make the world a better place to be.
- You uphold the highest ethical standards and respect for confidentiality.
- You communicate effectively, problem solve, and work well with people from diverse backgrounds.
- You know how to secure and deploy resources both effectively and efficiently.
- You build strong relationships, and you deliver effective client and survivor-centric solutions.

- You have strong writing skills and maintain quality documentation free of grammatical and spelling errors.
- You display professionalism with clients and co-workers.
- You take care of yourself by knowing your personal limitations, communicating your needs to others, and asking for help when needed.
- You can handle multiple tasks simultaneously and have excellent organizational skills.
- You can identify and respond to shifting priorities.
- You are committed to learning and growing both professionally and personally.
- You consent to and successfully complete a full background investigation, which includes a criminal history check and fingerprinting.
- You have completed, or will complete in the first year of employment, a mandatory 40 hours of sexual violence training; plus 20 hours of continuing education/training annually.
- You have a valid driver's license and a working, insured vehicle at the time of appointment.

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Employee Signature Date