

Washoe Legal Services, a non-profit, public interest law firm is seeking a Self-Help Staff Attorney for our Self-Help Department. This is a new position at Washoe Legal Services that will supervise our current Self-Help program (2 staff) and build out our delivery models. Current planning includes developing clinics, virtual or remote ways to provide self-help and creating, implementing, and overseeing a self-help program located at the Justice Court. The Self-Help Attorney will enhance services by consulting and advising and may evaluate self help clients for placement on our pro bono case list.

The SHCs see walk in clients on a regular schedule. SHCs are also available by appointment or to see walk ins during other times as schedule permits. SHCs help with legal forms in a variety of legal matters including family law, landlord/tenant, non-domestic protective orders, small claims, records sealing, powers of attorney, name changes, etc. SHC also assist litigants with electronic filing by educating them regarding procedures, locating forms and navigating the e-filing system.

The Self-Help Attorney will also manage the Washoe County Detention Center Inmate Program which helps jail inmates regarding certain civil matters. This consists of reviewing our online request system and responding to or assigning a person to respond based on the complexity of the request. A SHC travels to the jail once a week to help inmates process documents. The Staff Attorney will serve as the liaison to Washoe County Detention Center and will occasionally visit the jail to see clients as needed.

Self-Help Staff Attorney should have strong research skills and some familiarity with the legal topics above and/or a willingness and ability to learn concepts quickly. Prefer bi-lingual candidate, English/Spanish, but not required. Qualified candidates must possess an active/good standing Bar License from any United States jurisdiction and be eligible pursuant to Nevada Supreme Court Rule 49.1.

Additional qualities desired:

- Ability to understand the lives and struggles confronting low-income and vulnerable people
- An empathetic communicator with a positive attitude.
- Desire to problem-solve and make decisions efficiently
- Enjoy being a part of a great team of caring individuals.
- Loves challenges and dislikes being bored
- Excellent technical skills
- Quick thinking
- Patience

The salary is depending on experience up to \$68,000 a year depending on experience. WLS offers a generous benefits package (including paying 100% coverage for employee health benefits and 75% for dependents and 401(k) matching program), an excellent work-life balance, and the opportunity to gain valuable legal experience. Applicants should submit a resume to Olga Garcia at ogarcia@washoelegalservices.org. Applications accepted until the position is filled.