



LEGAL SERVICES OF EASTERN MISSOURI Attorney, Children's Legal Alliance



Legal Services of Eastern Missouri, Inc. (LSEM), a non-profit law firm that provides free legal assistance to people living with low income/low opportunity, seeks a staff attorney in its Children's Legal Alliance program in St. Louis, MO.

JOB SUMMARY & RESPONSIBILITIES:

The staff attorney will be responsible for providing representation to children and families relating to all aspects of education law. Responsibilities include: case management, legal research and writing, attendance at IEP meetings, travel to schools in St. Louis City, drafting of administrative and court documents, representation in administrative hearings, and litigation in state and federal court. In addition, the staff attorney is responsible for: working to maintain and expand relationships with community partners, quarterly grant reporting, community outreach activities, development and implementation of community education/trainings programs, and participating in collaborative efforts with agency partners and other advocates at LSEM.

This position is expected to be funded through June 2018. Renewal/replacement funding will be sought but is not guaranteed.

QUALIFICATIONS

The attorney should have strong litigation and advocacy skills, including excellent writing ability, research and oral advocacy, and computer proficiency; and familiarity with special education law preferred. The candidate must be licensed in Missouri. Compliance with various grant reporting needs and LSEM regulatory rules required.

SALARY

Salary is commensurate with experience. Excellent benefits including medical, dental and vision insurance, a generous time off policy, 403(b) and profit sharing plans, long-term disability and life insurance, employee assistance plan, flexible spending account, and paid MCLE's and bar dues.

APPLICATION INFORMATION

Please send a cover letter and resume to John Early, Human Resources Director, Legal Services of Eastern Missouri, at jgearly@lsem.org.

SUBMISSION DEADLINE: March 26, 2017

Equal access to LSEM's office is available. Those applicants requiring accommodation to the interview/application process should contact the Human Resources Director at the e-mail address listed above. LSEM is an equal opportunity employer.



Legal Services of Eastern Missouri, 4232 Forest Park Avenue, St. Louis, MO 63108
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