



## Greater Bakersfield Legal Assistance Inc.

**JOB TITLE:** Staff Attorney

**CLASSIFICATION:** Exempt

**DEPARTMENT:** Fair Housing Law Project

**SUPERVISOR:** Executive Director or Designee

### GENERAL JOB DESCRIPTION

Under the direct supervision of the Fair Housing Litigator, responsible for providing investigative, educational outreach and litigation support, within the framework of the Fair Housing Law Project. This is a professional staff position that is funded for a specific duration through a grant contract with the U.S Department of Housing and Urban Development (HUD)

### DUTIES AND RESPONSIBILITIES

*(This list is not all-inclusive and does not limit the scope of other duties for this position)*

- Ensures compliance with all HUD regulations through the enforcement of fair housing laws and ordinances; conduct in-person-intake interviews to determine whether particular cases fall within the spectrum of fair housing laws.
- Gathers data and information regarding incoming housing discrimination complaints.
- Conducts investigations and analysis of alleged housing discrimination.
- Prepares case summary reports, research reports, letters, memos, verifies documents, organize witnesses and the case file for litigation or closure, under the direct supervision of the Fair Housing Litigator. Assists in discovery and in the preparation of subpoenas, writs, complaints, answers and other documents related to litigation.
- Verifies documents, organizes witnesses and case file for investigation and corroborates all testimony.
- Develops and organizes investigated case file for litigation or closure.
- Provides information to the public regarding fair housing issues.
- Works closely with community organizations, housing providers to affirmatively further fair housing.
- Works well with a diverse group of people from a broad variety of social, economic, racial, ethnic and cultural backgrounds.
- Implements audits of the local housing market to identify discriminatory practices.
- Assists in the recruitment and training of non-employee Testers.
- Utilizes computer-assisted legal research software to perform appropriate legal research.
- Performs other directly related duties consistent with the role and function of the position as assigned by the Fair Housing Litigator.
- Keeps clients apprised of case status.
- Maintains a case load commensurate with level of experience and that meets or exceeds the stated goals of the grant contract.
- Maintains regular and punctual attendance and working schedule which may include some evening and weekend hours.

### QUALIFICATIONS FOR THE JOB

1. Degree from a law school and an active member of the California Bar, or a member of the Bar of another state and willing to take the California Bar at the next available opportunity.
2. Demonstrated commitment to public interest advocacy.
3. Strong motivation to represent people of low income and to explore creative solutions to problems faced by our client population.
4. Minimum of 3 years civil litigation experience or demonstrated comprehension in practice areas and fundamental processes of the organization.
5. Ability to handle a large caseload and/or practice in multiple areas of the law.
6. Strong written and oral communication skills including delivering public presentations.
7. High degree of initiative and willingness to work collaboratively with others.
8. Bilingual fluency in Spanish and English desirable.
9. Must be computer literate.
10. Must have a valid California Driver's License, automobile insurance and reliable transportation