

# **MANAGING ATTORNEY - DIRECTOR OF STAFF PERFORMANCE AND SPECIAL PROJECTS**

## **GENERAL DEFINITION**

The DIRECTOR OF STAFF PERFORMANCE AND SPECIAL PROJECTS directly supervises and manages all staff attorneys and clerical staff. He/she is a member of the LLS management team and works collaboratively with the team to ensure that LLS is a high quality provider of legal services, which works to address the most significant and compelling client legal needs in an effective fashion, and treats clients with dignity and respect.

The Director reviews progress on cases and work, and provides instruction, oversight and counsel to staff members as appropriate. The Director may directly assist new staff, as part of their training, and experienced staff on more difficult cases, including providing assistance in interviewing, consulting, or advising clients, drafting documents or handling cases in court. The Director reports to and their work is reviewed periodically by the Executive Director.

The DIRECTOR OF STAFF PERFORMANCE AND SPECIAL PROJECTS shall be responsible for ensuring that the program and staff are treating clients with dignity and respect, are performing high quality work in accordance with organizational goals, and are in compliance with funding source requirements. The Director will provide input, as requested, to the Executive Director and the Board to establish program policies in furtherance of program goals and compliance requirements. He or she will also assist the Executive Director in completion of annual and semi-annual reports as needed.

The DIRECTOR OF STAFF PERFORMANCE AND SPECIAL PROJECTS will perform managing attorney functions for special projects including handling cases and overseeing grants such as The Medical Legal Partnership, AAA cases and Westmoreland Manor Cases, Employment and Helpline for all six counties.

This is a supervisory position and therefore is not eligible to be a member of the collective bargaining unit. The position is considered non-exempt.

## **TYPICAL EXAMPLES OF WORK**

- Supervises all staff within their area of responsibility and instructs, advises, and disciplines accordingly. Reviews and comments upon the work of supervisees. Reviews weekly reports of closed case files to ensure proper case handling and documentation, including whether there are case notes and activity that has been performed on the case. Meets with program advocates as needed, but no less than quarterly, to perform case reviews of open cases.
- Address and document any performance issues, and ensures high quality practice and timely closing of cases, and that appropriate closing documentation is included.
- Identify, suggest and document training needs and professional growth opportunities for advocates (including participation in Bar Association Events and with Community groups) in tandem with Director of Litigation and observations in client needs.
- Works with Director of Intake and Compliance to ensure that case files are maintained in accordance with funder requirements.
- Instructs staff in required and proper procedures
- Is primarily responsible for maintenance of time sheets and attendance records and oversight of office staffing for the Greensburg and Clarion offices.
- Works with management team to monitor and adjust as appropriate caseloads of all case handlers.
- Primarily responsible for staff discipline; collaborates with Executive Director and management team to determine appropriate disciplinary steps as needed.
- Prepares and maintains such files, reports, and records as necessary to document office operations, procedures, and work.
- Suggests and provides, where appropriate, training opportunities, events and seminars.
- Travels as required.
- In addition to management responsibilities, may be required to handle cases as needed. Responsibilities may include: interviewing clients to determine eligibility

and legal problems, preparation of pleadings, briefs, motions, appeals, memorandum and other legal-related materials, conducting trials and hearings.

- Collaborates with Executive Director and Director of Litigation to determine appropriate community outreach and speaking and assigns appropriate staff to events.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

1. Ability to obtain knowledge of the principles and practices of supervision.
2. Ability to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
3. Effective communication and interpersonal skills.
4. Ability to function independently, have flexibility and the ability to work effectively with co-workers and others.
5. Initiative and problem solving skills.
6. Ability to maintain strict confidentiality.
7. Ability to gain knowledge of intake policies, procedures and related regulations.
8. Knowledge of and ability to maintain accurate and efficient data entry systems and to retrieve required reports and information, specific knowledge of Legal Server is a plus.
9. Ability to get along with clients, co-workers, members of the bench, bar, and public.
10. Demonstrate administrative and legal skills and ability to motivate and work with people.
11. Knowledge of the application of legal principles to individual cases or problems.
12. Knowledge of the law, rules, regulations, instructions, and guidelines of funding sources.
13. Knowledge of court procedures and administrative procedures.
14. Ability to learn and follow Laurel Legal Services, Inc.'s Personnel Policies and procedures.
15. Ability to review and incorporate LSC and ABA Standards of Practice into LLS intake processes.
16. Ability to understand and interpret constitutional provisions, statutes, court decisions and administrative regulations and precedents.

17. Ability to analyze facts, evidence and precedents and arrive at logical interpretations.  
Ability to set forth findings of fact and decisions in written form.

### **SUPERVISION RECEIVED**

Reports directly to and receives supervision and instruction from the Executive Director.

### **SUPERVISION GIVEN**

Supervises staff as to quality of work. Some supervision will be in tandem with Intake and Litigation Directors.

### **MINIMUM QUALIFICATIONS/ TRAINING AND EXPERIENCE**

Graduation from a college or university with a B.S. or B.A. Graduation from an American Bar Association accredited law school, admission to the Pennsylvania Bar and four years of experience, preferably in a legal services program, or a combination of equivalent experience or training.

Specialized experience in a legal services program may substitute for amount of time, as determined by the Executive Director.