



**CASA CORNELIA  
LAW CENTER**

**Position Description: Staff Attorney, Victims of Crime Program**

<b>Position Classification:</b>	Full Time, Staff Attorney, Member of Legal Team
<b>Reports to:</b>	Managing Attorney, Victims of Crime Program
<b>Salary:</b>	\$62,587-\$68,952 (DOE) (Exempt)
<b>Benefits:</b>	Fully paid medical, dental, vision and long-term disability for employee; generous paid time off and paid sick leave; 12 paid holidays; retirement plan; bar dues covered; professional development covered.
<b>Start date:</b>	August 1, 2022 (negotiable)

*Casa Cornelia is an equal opportunity employer. We celebrate diversity and are committed to creating a positive and inclusive work environment for all employees. We encourage applicants of all backgrounds.*

**The Firm:**

Casa Cornelia Law Center (CCLC) is a public interest law firm providing quality *pro bono* legal services to victims of human and civil rights violations with a primary commitment to the indigent within the immigrant community in Southern California. Our legal services include representation to those in removal proceedings or seeking affirmative immigration relief including asylum seekers, abused and abandoned children, and immigrant victims of domestic violence, human trafficking, and other serious crimes who are eligible under U.S. law. CCLC provides *pro bono* representation through its staff and the support of volunteers, such as private attorneys, law students, and interpreters/translators under the mentorship of CCLC attorneys.

**The Program:**

The Victims of Crime Program is CCLC's program dedicated to representing noncitizen residents of our community who have been victimized in the United States or en route to the United States and are eligible to regularize their immigration status on account of such victimization. Clients include survivors of domestic violence, human trafficking, and other crimes, as well as their derivative family members. The most common forms of representation provided by the program are affirmative self-petitions pursuant to the Violence against Women Act, petitions for U nonimmigrant status, and petitions for T nonimmigrant status. The program occasionally provides representation in other immigration applications, such as affirmative asylum and removal of permanent resident conditions for battered spouses.

**The Position:**

The Staff Attorney, Victims of Crime Program, is an attorney serving within the Victims of Crime Program that provides high-quality direct representation to a substantial number of clients. They may also be assigned direct cases from other CCLC program areas.

**Appointment and Accountability:**

The Staff Attorney, Victims of Crime Program, is hired by the Executive Director with recommendation by the Legal Director and is accountable to the Managing Attorney, Victims of Crime Program, and the Legal Director.

**Primary responsibilities:**

The Staff Attorney, Victims of Crime Program, will discharge the responsibilities of the position by:

- a) ensuring that individual clients are treated with dignity and are fully apprised of their legal rights and situation;



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- b) recognizing the vulnerability of the immigrant population, especially those experiencing trauma or in proceedings or detention, and accommodating for cultural diversity;
- c) screening applicants for services and providing Know Your Rights presentations;
- d) providing direct, high-quality representation to a substantial number of clients;
- e) supporting the collection of program data;
- f) assuming responsibility for other tasks as assigned by the Managing Attorney, Victims of Crime Program, and the Legal Director.

**Supervisory Responsibilities:**

The Staff Attorney, Victims of Crime Program, does not have any supervisory responsibilities.

**Qualifications:**

The following are required for appointment as the Staff Attorney, Victims of Crime Program:

- a) A commitment to social justice and the mission of CCLC;
- b) A Juris Doctorate degree from an ABA-Accredited law school;
- c) A license to practice law in California and being in good standing with the relevant licensing authority;
- d) Oral and written fluency in Spanish or another language frequently spoken by CCLC clients;
- e) Strong analytical and writing skills and the ability to prepare persuasive and thoughtful legal documents;
- f) Willingness to work in a fast-paced, collaborative, and detail-oriented environment; and,
- g) A demonstrated commitment to serving indigent populations through public interest law.

Candidates for the position of Staff Attorney, Victims of Crime Program, with the following additional qualifications will be given priority:

- a) Immigration law experience;
- b) Experience as a practicing attorney;
- c) Experience in effectively managing diverse or various assignments;
- d) Fluency in additional languages frequently spoken by CCLC clients; and,
- e) Experience working in a not-for-profit.

**Application Deadline:** Applications will be accepted until the position is filled.

**To Apply:** Email your (1) Cover Letter of Interest, (2) Resume, and (3) Three references to: [Applications@CasaCornelia.org](mailto:Applications@CasaCornelia.org). Please see our website located at [www.CasaCornelia.org](http://www.CasaCornelia.org) to learn more about CCLC's work.

*Casa Cornelia Law Center provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.*

*All employees must be fully vaccinated against COVID-19 unless a mandatory legal exception applies.*