



CASA CORNELIA
LAW CENTER

Staff Attorney, Litigation Program Position Description

Position Classification:	Full Time, Staff Attorney, Member of the Legal Team
Reports to:	Managing Attorney, Litigation Program
Salary:	\$72,500-\$86,500 (DOE) (Exempt)
Benefits:	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.
Start date:	February 1, 2023 (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 Litigation Program, formerly the Asylum Program, is CCLC's program dedicated to representing clients who are in active removal proceedings before the Executive Office for Immigration Review's Immigration Courts. The majority of the clients served by this program are seeking asylum, withholding of removal, and protection under the United Nations Conventions against Torture. This program also serves noncitizens in removal proceedings eligible for other humanitarian relief such as cancellation of removal for battered spouses and children as well as affirmative asylum applicants. Many of the clients served are detained while others are residing at liberty in San Diego County.

The Position:

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



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Appointment and Accountability:

The Staff Attorney, Litigation Program, is hired by the Executive Director upon recommendation by the Legal Director and is accountable to the Managing Attorney, Litigation Program, and the Legal Director.

Primary responsibilities:

The Staff Attorney, Litigation 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;
- 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 primarily from the Litigation Program but also as assigned from other programs;
- e) supporting the collection of program data;
- f) assuming responsibility for other tasks as assigned by the Managing Attorney, Litigation Program, and the Legal Director.

Supervisory Responsibilities:

The Staff Attorney, Litigation Program, does not have any supervisory responsibilities.

Qualifications:

The following are required for appointment as the Staff Attorney, Litigation 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, Litigation 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.



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To Apply: Email your (1) Cover Letter of Interest, (2) Resume, and (3) Three References to: Applications@CasaCornelia.org. Please see our website located at 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.

This is a full-time, in-person position.

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