



STAFF ATTORNEY

Legal Aid Services of Oklahoma (LASO) is seeking a full-time staff attorney to provide civil legal assistance to eligible clients of the program and to be an integral part of the organization's efforts to be a partner in the state justice community. Currently, LASO has full-time staff attorney positions available in our Guymon, Hugo, and Tahlequah offices.

LASO is a team of highly motivated individuals who provide legal assistance and education. LASO focuses on helping survivors of domestic violence, protecting tenants and homeowners, assisting victims of consumer fraud and abuse, and legal problems of agricultural workers, seniors, and Native Americans. LASO is dedicated to addressing economic, racial and other inequities by delivering legal services and education to vulnerable Oklahomans.

QUALIFICATIONS:

Juris doctorate from a certified law school.

Oklahoma Bar membership or eligibility to take and pass the next Oklahoma Bar exam.

LEGAL ADVOCACY:

This staff attorney will assist with a broad range of civil legal services. This attorney will provide counsel and advice as well as full representation of eligible clients. Areas of legal advocacy include family, housing, consumer, employment, and disability law:

Excluded services included: Criminal cases, personal injury, malpractice, worker's compensation, traffic violations, private pension cases, and representation of landlords in eviction matters.

DUTIES AND RESPONSIBILITIES:

- Provide high quality legal assistance to eligible clients.
- Treat clients with respect and show true empathy.
- Maintain a caseload commensurate with abilities and caseload difficulty.
- Comply with all applicable regulations, policies and grant requirements.
- Maintain the highest ethical standards as a member of the State Bar and stay current with updates and changes to the law.

- Ensure that all applicable client files, data and reports are accurate and complete.
- Demonstrate knowledge and expertise of the law and legal system.
- Embrace and support the Organization's overall mission, standards, policies and procedures, and confidentiality guidelines.
- Perform other duties and projects as required by management.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal and written communication skills.
- Strong interpersonal skills: able to work well with a wide range of people.
- Strong legal research skills
- Strong ability to prepare for and present evidence at trial.
- Strong organizational and time management skills.
- Demonstrate dependability through good attendance and adherence to timelines and schedules.
- Good follow through.
- Good analytical skills.
- Good problem-solving skills.
- Demonstrate resourcefulness and ability to take initiative in development and completion of projects.
- Able and willing to continue professional development.

PHYSICAL REQUIREMENTS:

This work is sedentary and requires the following physical activities:

- Sitting for long periods of time; occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; ability to speak and hear; or the ability to perform essential job functions with reasonable accommodation.
- Frequent lifting (up to 10 pounds of paper supplies or minor office equipment).
- Driving to client locations and other sites as needed.

APPLICATIONS:

Submit your resume and cover letter by email to tara.zinn@laok.org.

LASO is an Equal Opportunity/Affirmative Action Employer