

**Disability Rights South Dakota
Job Description**

Title: Staff Attorney
Department: Legal Affairs
Immediate Supervisor: Legal Affairs Director
FLSA Status: Exempt from Overtime Eligible Status
Schedule Hours: During Normal Business Hours, May Work Outside of Normal Hours

Purpose of Position:

The primary purpose of this position is to provide legal representation to clients of Disability Rights South Dakota and perform compliance oversight within Disability Rights South Dakota in accordance with granting agencies.

*Staff Attorney does not have direct oversight of a specific program; however, incumbent will be responsible to provide guidance on all grant and program activities.

Mission of Disability Rights South Dakota:

DRSD is the non-profit legal services agency dedicated to protecting and advocating for rights and inclusion of South Dakotans with disabilities.

Position Essential Functions:

Percent of Time	Function Summary and Description
60%	Performs case work and litigation by: <ul style="list-style-type: none"> • maintaining client case load, • meeting with and providing information including referral services to clients or potential clients, • researching, analyzing and interpreting laws and ordinances, court decisions, pending legislation and other legal authorities; • investigating complaints, grievances or allegations, • participating and providing recommendations to legal committee on potential litigation, • attending staff meetings and providing information on case management, • drafting, proofreading and finalizing legal documents, forms and reports, • litigating cases at various levels in the court system <ul style="list-style-type: none"> ○ drafting motions, ○ handling depositions, ○ participating in trial, ○ handling appeals, • completing any required internal reporting for case load management, and • adhering to Rules of Professional Conduct.
10%	Performs research and compliance duties by: <ul style="list-style-type: none"> • serving as an institutional resource on agency programs, • performing research activities for programs and agency, • interpreting regulations and policies for programs, • monitoring the compliance of programs to ensure general and

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	<ul style="list-style-type: none"> specific requirements of the grant are adhered as applicable, auditing for quality assurance, and making referrals based on program needs.
10%	<p>Performs supervisory oversight by:</p> <ul style="list-style-type: none"> providing legal direction and technical assistance to non-legal staff as needed, monitoring case load and files and providing direction on cases including prioritizing workload, monitoring quality assurance as it pertains to legal services, reviewing case management documentation, review and revise information and correspondence, and approving cases for closure.
10%	<p>Performs administrative duties by:</p> <ul style="list-style-type: none"> consulting with Legal Affairs Director on case management, attending board meetings and presenting to the board on legal or program matters, overseeing and entering information into the case management information system, monitoring time sensitive cases, completing reports and required forms, and reviewing other staff attorney non-routine correspondence as needed.
5%	<p>Performs training and outreach duties by:</p> <ul style="list-style-type: none"> conducting training and outreach on program or project, drafting articles for the South Dakota Report, participating in various disability related training, and seeking out opportunities to educate on disability awareness.
5%	<p>Performing other duties:</p> <ul style="list-style-type: none"> working on committees with staff as assigned in the advocacy and awareness of disabilities including working with internal staff and external agencies, working on special projects and other duties as assigned, attending meetings, and performing all duties in accordance with confidentiality and safety guidelines.

Note: This listing of essential functions in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the organization to fulfill Disability Rights South Dakota mission. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Position Minimum Education and Experience:

Juris Doctor degree with admission to the State Bar. One to three years applicable law and litigation experience preferred. Must be able to practice law in SD and federal district court which may occur within six months of the hiring date. Experience working with grants and grant management preferred. Experience with Microsoft Office products, computer software for research purposes or other equivalent information systems preferred. Experience working in a non-profit office environment is preferred. A combination of education and experience may be acceptable to the hiring authority.

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Position Knowledge, Skills and Abilities:

Knowledge:

This position requires the incumbent to have knowledge of legal principles and precedents, practices of legal research and writing, court administration, rules and procedures, and knowledge of computer assisted research. This position will work with the Disability Advocacy Database.

Skills:

This position requires comprehension of technical material (especially legal material), communicating and exchanging information with multiple internal and external stakeholders, having organizational, leadership, grant management, and time management skills, and utilizing various Microsoft programs, computer research programs, and information system software applications.

Abilities:

This position requires the coordination of several activities without direct supervision. Incumbents in this position will need to work with multiple stakeholders including general public, clients, court system, external partners, internal staff, consultants and executives, etc. Incumbent must be able to present statements of fact and law and to argue clearly and logically to express information. The incumbent must be able to define issues, perform research and present findings. The incumbent must be able to perform supervisory responsibilities.

Position Certifications, Licenses and Other Requirements:

Ability to practice law in South Dakota and federal district court within six months of hire date. Maintain an active membership in the State Bar of South Dakota. Ability to travel to potential trainings, meetings, service providers and potential legal proceedings. Ability to work outside the normal business hours as applicable.

Supervisory Responsibility:

This position provides supervisory oversight to non-legal staff including but not limited to assisting with hiring, reviewing and managing performance, training, and recommending disciplinary action.

Typical Position Working and Environmental Conditions:

Duties May Require:

Working in a Stationary Position	Frequently (26-75%)
Moving, Traversing	Occasionally (1-25%)
Positioning Self to Lift, Move, Transport, etc.	Occasionally (1-25%)
Ascending/Descending	Not Applicable
Operating a Computer, Office Machinery, etc.	Continuously (76-100%)
Lifting, Moving, Pushing/Pulling	Occasionally (1-25%) <20 LBS

Duties May Require Personnel to Work Around or With:

High Noise	Not Applicable
Moving Machinery	Not Applicable
Extreme Temperature	Not Applicable
Dust	Not Applicable
Fumes	Not Applicable
Motorized Equipment	Occasionally (1-25%) (Limited Travel)