**Disability Rights South Dakota
Job Description**

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

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| **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 may 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:** |
| Disability Rights South Dakota 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: * 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
	+ 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.
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| 10% | Performs research and compliance duties by:* 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 specific requirements of the grant are adhered as applicable,
* auditing for quality assurance, and
* making referrals based on program needs.
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| 10% | Performs supervisory oversight by: * 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.
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| 10% | Performs administrative duties by:* consulting with Legal 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.
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| 5% | Performs training and outreach duties by:* 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.
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| 5% | Performing other duties:* 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.
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| 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’s mission. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.If assigned as a **Team Lead**, performs the following duties:* Be knowledgeable of systems and laws impacting the Team’s clientele
* Act as a resource to Team members
* Supervise Team members, including assisting with or conducting performance evaluations
* Coordinate with external agencies, partners, and other stakeholders in the delivery of services
* Assist in developing program/agency goals/priorities/objectives
* Know fiscal year Team expectations and be responsible for work plan ensuring program/agency goals/priorities/objectives applicable to the Team are addressed.
* Collaborate with other DRSD Teams and outside agencies
* Work with other DRSD staff in preparing annual Program and Performance Reports (PPRs)
* Assist in preparation, coordination, and completion of all applicable Team reports to ensure timely submission

If assigned as a **Program Lead**, performs program implementation duties by: * Assisting in developing, implementing, and reviewing the program/agency goals/priorities/objectives,
* Monitoring grant expenditures based on projected budget and being aware of fiscal responsibilities (budget, reports – quarterly and/or annually),
* Assisting in preparation and coordination of all applicable program reports to ensure timely submission,
* Serving as an institutional resource on requirements of the grant in implementing the program and monitoring compliance with grant (knowing requirements of the grant, population it serves, subject matter expectations – review NDRN’s program description),
* Developing relationship with grant officer (knowing name of federal funding agency, and knowing name, phone number, and email of grant officer),
* Coordinating with external agencies, partners, and other stakeholders in the delivery of program services,
* Reviewing and revising information and promotional materials specific to the program,
* Auditing for quality assurance,
* Identifying program needs and reporting to Team Lead(s), and
* Integrating the work of the assigned program with the other agency programs.

**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 Moving, Traversing Positioning Self to Lift, Move, Transport, etc.  Ascending/Descending Operating a Computer, Office Machinery, etc.  Lifting, Moving, Pushing/Pulling | Frequently (26-75%)Occasionally (1-25%)Occasionally (1-25%)Not ApplicableContinuously (76-100%)Occasionally (1-25%) <20 LBS |
| Duties May Require Personnel to Work Around or With:  High Noise Moving Machinery Extreme Temperature Dust Fumes Motorized Equipment | Not ApplicableNot ApplicableNot ApplicableNot ApplicableNot ApplicableOccasionally (1-25%) (Limited Travel) |

**Last Reviewed: March 22, 2022**