



SENIOR COUNSEL

POSITION DESCRIPTION

July, 2016

The Senior Counsel develops, leads and manages existing cases pending in state and federal court, and oversees all facets of the litigation process. Under the supervision of the Deputy General Counsel and as part of the Senior Counsel team, the Senior Counsel is accountable for the output of his or her team and for developing strategies to achieve litigation goals in emerging areas of community interest. The Senior Counsel will travel nationally, with particular focus on the east coast, in connection with organizational projects and needs.

COMPETENCIES AND JOB DUTIES

The Senior Counsel has substantive **knowledge** and experience on core civil rights and constitutional law principles, precedents and their application; familiarity with both federal and state statutory and constitutional law issues; the principles, methods, materials and practices of legal research and writing; and familiarity with federal court rules, policies and procedures. The Senior Counsel has the **ability** to argue clearly and logically in written and oral form; define issues, perform legal research, analyze problems, evaluate alternatives and make appropriate recommendations; prepares clear and concise memoranda, summarizes legal issues and precedents; and effectively represent LatinoJustice with the public, opposing and co-counsel, law enforcement agencies and other government institutions. The Senior Counsel will also have the ability to develop substantive knowledge as needed in new areas of focus within the broader civil rights/constitutional law umbrella. The Senior Counsel has substantial computer assisted research **skills** as well as excellent time management skills and the ability to handle multiple deadlines. As an essential **competency** of this position, the Senior Counsel establishes and maintains cooperative working relationships, is able to handle high levels of stress satisfactorily and is congenial with other employees, clients and outside counsel.

Depending on assignment, **duties** may include, but are not limited to, the following: interviewing potential clients, engaging in fact-finding, and identifying potential legal claims and defenses based upon the facts presented; preparing retention letters; conducting legal research; reviewing and organizing discovery productions and document reviews; overseeing case management; ensuring compliance with procedural obligations and deadlines; drafting legal pleadings, memoranda, motions and other court filings for submission in cases pending at the trial court and appellate level; assisting in the selection of and preparation of expert reports and testimony; defending and deposing both expert and facts witnesses; arguing motions and appeals; performing direct and cross examination of witnesses as well as opening and closing statements at trial; and drafting and giving testimony before legislative bodies and other government commissions or entities in matters connected to our litigation priorities.

In addition to the substantive knowledge and experience, the Senior Counsel has ability to provide guidance, mentorship and leadership to junior attorneys and interns in the performance of any of the above or related tasks.

The Senior Counsel may also serve as media-spokesperson for LatinoJustice PRLDEF and liaison to the local community, performing the following functions: respond to press inquiries and participate in press interviews; appear and speak before community and education groups; and, participate in discussion panels in a variety of education and community settings.

EDUCATION AND QUALIFICATIONS

The Senior Counsel will have a record of commitment to public interest and civil rights issues and a minimum of 6 years post-bar admission litigation practice; NY State Bar License; experience in federal litigation practice; and good standing in state and federal courts.

The Senior Counsel should also be energetic, highly self-motivated; possess excellent interpersonal skills to develop diverse allies and facilitate collaboration; have a good sense of humor and ability to work well independently and in teams; have ability to collaborate successfully with a broad and diverse range of communities and individuals; have strong organization skills; and, be able to manage several projects simultaneously in a fast paced environment; possess excellent legal research, writing, and oral communication skills as well as working knowledge of document management and research software such as Concordance, CaseMap, Lexis-Nexis, and Westlaw. **Bilingual Spanish/English is required.**

COMPENSATION AND BENEFITS

The Senior Counsel is a Union position and salary is determined by Collective Bargaining Agreement. LatinoJustice offers a comprehensive benefit package that includes health, dental, vision, life, long-term disability and a voluntary 403(b) retirement plan, as well as generous paid time off benefits.

To Apply:

Send Cover letter, resume and writing sample to:

Silvia Orna
Director of Human Resources and Operations
sorna@latinojustice.org
Email subject: Senior Counsel

Deadline: until filled

LatinoJustice PRLDEF is an equal opportunity employer and considers all applications without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.