

## **MANAGING ATTORNEY OF THE OFFICE POSITION AVAILABLE New Britain, Connecticut**

Connecticut Legal Services, Inc. (CLS) is hiring a full-time Managing Attorney for its New Britain, CT office. CLS seeks applicants who want to use their skills to support and supervise staff in their office, ensure the office is connected to the local client community and its service providers, and work collaboratively to improve the lives of low-income people.

A Managing Attorney supervises and supports staff in a variety of ways, including but not limited to:

- Participate in and contribute to each office member's work plan, working with the managing attorneys of substantive law units regarding the substantive law area of the work plan
- Ensure that each legal assistant's workload is appropriate, and that the resources provided by legal assistants are reasonably distributed according to the needs of the office
- Supervise all volunteers and interns in the office
- Ensure the office staff work with and serve the needs of the local client community

### **QUALIFICATIONS:**

- Minimum of 5 years of experience as a practicing attorney, required
- Spanish language fluency, preferred
- Commitment to CLS' mission
- Excellent interpersonal skills, including verbal and written communication
- Strong organizational skills
- Proficiency in and/or ability to learn to use Microsoft Word, Outlook, and other basic computer programs and case management databases (such as Legal Files)
- Demonstrated ability to meet deadlines, to work with multiple attorneys, and to manage and complete multiple tasks simultaneously

Applications from people with experience in or connections to low-income communities are especially welcome, though not required.

**START:** As soon as possible

**COMPENSATION:** Salary depends on experience; excellent vacation/leave, health, and other benefits. Position wage range: \$75,351-\$120,696/year.

*Connecticut Legal Services is an equal opportunity employer and contractor. We proudly value diversity and encourage candidates of all backgrounds to apply.*

APPLICATION: Applicants should send a cover letter, resume, and the names and contact information of three references to **applications@ctlegal.org**. CLS invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

Applications will be reviewed on a rolling basis and will be accepted until the position is filled. In order to expedite the internal sorting and reviewing process, please type your name (Last, First) and “**Managing Attorney Office-New Britain**” as the only contents in the subject line of your e-mail.

ORGANIZATION DESCRIPTION: CLS is Connecticut’s largest non-profit law firm, providing free legal help to low-income people in areas including housing, consumer, elder, family law, public benefits, education, immigration, employment, and disability. With a staff of almost 70 in seven offices across Connecticut, CLS fights for equal justice and improved life opportunities for more than 12,000 people every year.

For more information about CLS, visit <http://ctlegal.org>.

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