

**JOB TITLE:** DOMESTIC VIOLENCE LEGAL CENTER STAFF ATTORNEY P/T  
**CLASSIFICATION:** Non-Exempt  
**STATUS:** PART-TIME, 20 hours/week

**PRIMARY FUNCTION:** Provide legal representation to Protection from Abuse (PFA) petitioners under the direct supervision of the Managing Attorney and in collaboration with the other part-time attorney. To perform all job functions in a manner that is trauma-informed, culturally-competent, and consistent with CAP and DVS mission, values, philosophy and policies.

**ESSENTIAL JOB FUNCTIONS:**

1. Provide holistic legal consultations that include recommendation and referrals to address legal and non-legal issues associated with the clients' needs.
2. Prepare and represent Protection from Abuse (PFA) petitioners in final hearings including but not limited to interviewing and preparing petitioners, witnesses and preparing necessary legal paperwork to accomplish client's goals.
3. Perform clerical functions associated with representation, including but not limited to client correspondence, attorney correspondence, legal research, preparation of necessary documents and court documents for filing.
4. Maintain appropriate client files, statistical records and reports to legal standards and as required by funding sources, the Managing Attorney, and the Director.
5. Work collaboratively with other DVS and DVLC staff to address the clients' holistic needs.

**ADDITIONAL JOB FUNCTIONS:**

6. Participate in staff and case review meetings, in-service training and other related functions. Maintain Continuing Legal Education (CLE) credits as required by the Continuing Legal Education Board.
7. Must establish and maintain a high level of expertise in serving the legal needs of survivors of domestic violence, including participation in local and statewide training and networking activities and the PCADV Attorney Network.
8. Perform other work-related duties as assigned by the Managing Attorney.

**QUALIFICATIONS:** Juris Doctor degree and two years of experience in the legal field, specifically in family law. Must be admitted to practice law in Pennsylvania. Must possess strong leadership skills, organizational abilities, and written and verbal communications skills. Demonstrated knowledge of domestic violence a strong plus. Demonstrated ability and desire to work with people of diverse backgrounds.

**REQUIREMENTS:**

- Maintain Continuing Legal Education (CLE) credits as required by the Continuing Legal Education Board and membership in various associations including the Lancaster County Bar Association.
- Proficiency in Microsoft Office, including Word, Outlook, Excel, and Power Point.
- Excellent written and verbal communication skills.
- Must complete 45-hour Domestic Violence training program within 90 days of employment.
- Child Abuse, FBI, and PA Criminal Background clearances (less than one year old) required prior to start of employment.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

- Ability to communicate in English on an advanced professional level in legal setting.
- Ability to print, write or type English legibly and accurately.
- Ability to competently operate office equipment.
- Fine motor skills for efficient handling of computer keyboard or other related office equipment.
- Work endurance ability to work the required scheduled hours per day.
- Ability to sit/walk, stand for extended periods of time.
- Ability to perform job functions in environment with moderate noise levels.

Please send resume and cover letter to Rachel Pinsker at [rpinsker@caplanc.org](mailto:rpinsker@caplanc.org)

**CAP is an Equal Opportunity Employer.**