

June 6, 2018

JOB ANNOUNCEMENT

EMPLOYMENT ACCESS PROJECT STAFF ATTORNEY

Prairie State Legal Services, a non-profit civil legal aid organization, seeks a STAFF ATTORNEY to join our Ready to Work Project (R2W) which assists clients in resolving legal problems that pose a barrier to obtaining or retaining employment.

LOCATION: Peoria, Illinois

SALARY AND BENEFITS: Salary starts at \$50,000 a year, depending upon experience; excellent benefits

JOB DESCRIPTION: Among other duties as assigned, the Project Staff Attorney will:

- Represent clients in state and federal court and before administrative agencies in a wide range of cases, including: restoration/reinstatement of driver's licenses; addressing problems associated with criminal records, including expungement/sealing; overcoming barriers posed by credit records, correcting inaccuracies, including identity theft, and addressing improper prospective employer inquiries; obtaining bankruptcy relief; resolving problems with childcare assistance; seeking modification of child custody arrangements to accommodate work schedules; helping clients with consumer issues related to a vehicle needed for work; recovering unpaid wages; and credentialing and professional licensure issues.
- Interact with Workforce Development agencies and other partner organizations serving our clients. This will include providing in-service trainings and consultation with the staff of the partner agencies so they will recognize and refer clients who face legal barriers to employment.
- Conduct educational sessions and seminars on a wide variety of legal topics, and develop community legal education resources for some of the most common issues.

The attorney will also be expected to develop and maintain networking relationships throughout the community, including local, state, and federal governments and non-profit agencies providing employment supports; assist in compiling accurate and complete information for grant reporting purposes; maintain a cooperative and collaborative relationship with the funder for this position; and exhibit a high level of personal energy, organization, and commitment to the position and the Prairie State mission.

QUALIFICATIONS: Must be currently admitted to, or immediately eligible for admission to, practice law in Illinois. The successful applicant will have a demonstrated commitment to public service, strong interpersonal skills, oral/written communication and research skills, and computer competency. The applicant should have demonstrated case management skills and the ability to work effectively as a team member. Travel is required, and applicants must have a valid driver's license or other arrangements for reliable transportation. Applicants who are Spanish-English bilingual; and with prior legal services and/or bankruptcy practice experience will be given special consideration.

TO APPLY: Via e-mail, please supply a letter explaining your interest and experience, a resume, a list of three references, and a short writing sample (no more than 10 pages) to: dconklin@pslegal.org and cpeterson@pslegal.org. In the subject line, please state "**Peoria R2W Application**".

CLOSING DATE: Applications accepted until position is filled.

Prairie State Legal Services, Inc. is a non-profit civil legal aid organization with 40 years of experience providing quality legal services to low-income persons, currently with 12 field offices in 36 counties in northern and central Illinois. Our expertise extends to family law, housing, public benefits, consumer law, and other civil legal matters which pose a threat to our clients' ability to meet their basic human needs. We also operate several special projects, including our Legal Help for Homeowners Project, Low-Income Tax Clinic, and our Fair Housing Project. Annually, Prairie State handles over 22,000 applications for legal help and serves over 16,000 clients. Prairie State provides a work environment that is motivating, collaborative, and challenging, with plenty of opportunities for professional growth. Prairie State provides high-quality training and support to our staff and believes in providing the highest quality of legal representation to our clients. More information about Prairie State can be found on our website: www.pslegal.org

Prairie State Legal Services is an Equal Opportunity/Affirmative Action Employer.
Women, minorities, and persons with disabilities are encouraged to apply.