ACLU Kansas Job Description

Senior Staff Attorney

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| **JOB LOCATION** |
| Overland Park or Wichita |

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| **JOB SUMMARY** |
| The Senior Staff Attorney is the equivalent of a senior associate at a law firm. They will manage complex litigation matters with the oversight and approval of the Legal Director and will first chair some cases; develop new matters; and hold primary drafting responsibility for a variety of litigation documents, demand letters, and other legal materials. The Senior Staff Attorney is consulted on litigation and long-term strategy for the entire legal department and will be responsible for developing strategies for cases assigned to them. |

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| **REPORTING RELATIONSHIP AND ORGANIZATIONAL IMPACT** |
| * **Position reports to**: Legal Director
* **Manager, Supervisor, Team Leader, or Individual Contributor** (Team Leaders may train, provide direction to, or assign projects to department employees or interns.)
	+ Team Leader, including training, providing direction to, and assigning projects to:
		- Interns as assigned to them by the Legal Director
		- Staff Attorney with respect to work the Staff Attorney is doing on cases the Senior Staff Attorney is leading
		- Legal Assistant with respect to work the Legal Assistant is doing on cases the Senior Staff Attorney is leading.
* **Bargaining Unit Status:**
	+ This position is part of the bargaining unit
* **Internal and External:**
	+ Regular unsupervised contact with other department staff and managers, and with National office
	+ Regular contact and communications with clients and opposing counsel
	+ Regular contact with all members of Legal Department, including interns
	+ Regular contact with members of the Advocacy and Communications Departments
	+ Occasional public facing presentations
* **Budget Authority:**
	+ Assist Legal Director with developing budget for litigation related to program/issue areas they are leading, to be included in the overall Legal Department budget.
* **Influence:**
	+ Has input into Legal Department strategies developed by management
	+ Represents legal department in integrated strategy sessions on program and campaign issues they are leading
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| **QUALIFICATIONS** |
| **Abilities** | * Develop and independently implement litigation strategy
* Understand campaign model and role of litigation within model
* Independently manage pretrial tasks in federal court litigation
* Effectively and respectfully communicate with other department directors and staff within integrated advocacy model
* Strong legal writing abilities
* Ability to work with diverse communities
* Demonstrated ability to first chair federal court pretrial hearing with minimal supervision
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| **Education and/or Experience** | * JD
* BA
* 4-5 years litigation experience
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| **Knowledge** | * Movement lawyering principles
* Federal civil rules of procedure
* Federal rules of evidence
* ABA professional rules of responsibility
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| **Personal Characteristics** | * Committed to advancing the ACLU KS values, mission, goals and programs, with an understanding of the range of civil liberties issues and their implications
* A person who can handle and prioritize multiple activities and tasks; a person who takes initiative and demonstrates follow-through
* A team player who inspires collaboration and functions decisively and with flexibility; a person who assumes the best from colleagues and who resolves conflicts directly
* A demonstrated ability to work productively in an unstructured environment; the capability to conduct oneself with a calm and professional demeanor when dealing with the public and/or difficult situations
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| **Skills** | * Advanced client interview skills
* Mastery of direct and cross-examination
* Mastery of depositions
* Trial practice including presentation of evidence
* Oral advocacy
* Ability to write complex legal briefs and memoranda
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| **DUTIES AND RESPONSIBILITIES** |
| **Approx % of overall time spent on task** | **Description of Duties** |
| 40% | **Work on active litigation*** Participate directly in litigating civil liberties and civil rights cases in federal and state court, as first chair on cases and issues assigned by the Legal Director.
* Manage all aspects of discovery, depositions, requests for productions, 3rd party subpoenas, etc. on cases assigned by Legal Director
* Manage co-counsel on cases assigned by Legal Director
* Manage in-court proceedings on cases assigned by Legal Director
* Maintain client relationships throughout on cases assigned by Legal Director
* Write appellate and amicus briefs
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| 40% | **Develop new litigation*** Conduct factual and legal research, prepare memoranda, draft Open Records Act requests, write demand letters, draft pleadings and briefs
* Review, comment on, and edit letters and briefs of co-counsel and other ACLU-KS staff
* Consult with issue area experts and potential cooperating counsel on cases assigned by Legal Director
* Manage potential plaintiff selection and outreach on cases assigned by Legal Director
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| 10% | **Develop strategic integrated advocacy plans for issues and areas**  |
| 10% | **Assist legal director in management of interns, volunteers, and staff** * Assist with management of legal intake process
* Assist with developing assignments and providing feedback to legal interns
* Assist with mentoring of staff attorney and legal assistant
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| **Working Conditions** |
| Physical Requirements | This job is primarily sedentary work which requires extended periods of sitting and/or standing in an office setting. |
| Travel Status | Travel outside home office area but within the state of Kansas 3-4 times a month.Occasional travel outside Kansas but within the United States |

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| **Additional Information** |
| * The starting salary for this position is $70,000.
* The ACLU of Kansas offers an excellent benefit package including employer paid health, dental, vision, disability, and life insurance, 401k match, 14 paid holidays, a generous paid vacation/sick leave policy, and a flexible work schedule (as appropriate for the position).
* To apply for this position forward your resume and cover letter to Ms. Roberta Beier at rbeier@aclukansas.org.
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