

## **DIRECTOR OF PAI AND PRO BONO SERVICES**

### **GENERAL DEFINITION**

The DIRECTOR OF PAI AND PRO BONO SERVICES shall be selected by and serve at the will of the Executive Director. He/she shall be directly responsible to the Executive Director in all respects and shall at all times conduct himself/herself and execute his/her duties in a manner consistent with overall program policies as established by the LLS Board of Directors and the Executive Director.

The DIRECTOR OF PAI AND PRO BONO SERVICES shall be responsible for development and oversight of a Private Attorney Involvement (PAI) and Pro Bono program; maintain ongoing recruitment strategy and program for both PAI and Pro Bono attorneys (collectively "Private Attorneys"); and coordinate training for current Private Attorneys.

DIRECTOR OF PAI AND PRO BONO SERVICES will also be Responsible for the overall operation of Laurel's PAI and Pro Bono programs, including assignment and tracking of cases oversight of legal work and supervision of Private Attorneys; coordination of staff support to Private Attorneys; development of quality control systems; coordination between staff and Private Attorneys components of program.

This is a supervisory position and therefore is not eligible to be a member of the collective bargaining unit. The position is considered non-exempt.

This position will require approximately 75% travel time and overnight travel.

### **TYPICAL EXAMPLES OF WORK**

1. Maintain ongoing Private Attorney recruitment strategy and program; conduct periodic recruitment events; coordinate recruitment activities with local bar organizations; develop and implement plan to maximize long term participation of attorneys. Work directly with Private Attorneys, matching clients and coordinating support for the Private Attorneys on specific cases.
2. Carefully monitor both the general success of pro bono contributions of lawyers throughout the program area and the success and compliance with Legal Services

Corporation requirements in the conducting of the program's Private Attorney Involvement program, which can include compensating lawyers in certain cases, but which included both compensated and uncompensated representation by the private bar.

3. Determine need for training of Private Attorneys; develop plan for provision of training through utilization of internal, bar, PLAN, legal services and commercial training events; coordinate training with appropriate staff; implement training as planned.
4. Work with Director of Intake and Compliance and Intake Staff to assign cases to Private Attorneys consistent with the preferences of the Private Attorneys and needs of the program; track cases to ensure timely processing; maintain comprehensive records of all cases to ensure that proper oversight is maintained, that reports can be made, and that cases and clients can be located when necessary; process all cases within case management system.
5. Design and implement quality control system for cases assigned to Private Attorneys, in consultation with management. Oversee Private Attorney caseloads to ensure efficient and effective service to clients, compliance with all applicable grant conditions and restrictions, and accurate reporting and accountability to all appropriate authorities.
6. Work with all Bar Associations in Laurel's Service Area; participate with Bar Associations' volunteer encouragement, publicity, support and other activities; maintain frequent contact with bar leaders; determine need for other staff to assist in bar relations; coordinate program relationship with bar with Executive Director and other staff.
7. Performs related duties as assigned by the Executive Director or their designee.
8. Travel as required; will be approximately 75% within Laurel's Service Area.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

1. Must possess or have the ability to obtain knowledge of the principles and practices of supervision.
2. Must have outstanding interpersonal and effective communications skills
3. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with co-workers and others.
5. Must possess initiative and problem solving skills.
6. Must possess ability to maintain strict confidentiality.

7. Must possess ability to gain knowledge of intake policies, procedures and related regulations.
8. Ability to engage with clients, co-workers, members of the bench, bar, and public. Demonstrate administrative and legal skills and ability to motivate and work with people.
9. Knowledge of the law, rules, regulations, instructions, and guidelines of funding sources.
10. Ability to gain Knowledge of Laurel Legal Services, Inc.'s Personnel Policies and procedures.
11. Ability to prepare necessary legal documents and papers.
12. Ability to understand and interpret constitutional provisions, statutes, court decisions and administrative regulations and precedents.
13. Ability to analyze facts, evidence and precedents and arrive at logical interpretations.

### **SUPERVISION RECEIVED**

1. Receives supervision and instruction from the Executive Director
2. Receives occasional instruction and some supervision from Managing Attorneys in regard to daily work duties.
- 3.

### **SUPERVISION GIVEN**

Supervises Pro Bono and Private Attorney Involvement Attorneys

### **MINIMUM QUALIFICATIONS/ TRAINING AND EXPERIENCE**

Graduation from a college or university with a B.S. or B.A; Graduation from an American Bar Association accredited law school is not required but strongly preferred - or a combination of equivalent experience or training. Specialized experience in a legal services program or other skills may substitute for amount of time, as determined by the Executive Director.

### **BENEFITS:**

Extensive fringe benefits including medical insurance, paid holidays, accrued vacation and sick leave, disability insurance, CLE credits, student loan assistance, personal days and comp time.

## HOW TO APPLY:

Interested candidates must submit their application not later than **February 28, 2020**. Interviews will begin immediately, however **this position will remain open until it is filled**. To apply, please submit the following documents:

- A cover letter
- A current resume that includes all experience, education, training, outside activities, and other information relative to the position.
- A list of references, where available.

All applications and inquiries should be sent to:

Kim Tarbell  
Director of Operations & Development  
Board Secretary  
Laurel Legal Services  
16 E. Otterman Street  
Greensburg, PA 15601

Email: [ktarbell@wpalaw.org](mailto:ktarbell@wpalaw.org)

**Email is preferred.**

Laurel Legal Services Inc. is an Equal Opportunity Employer.