

**COMMUNITY AGAINST VIOLENCE (CAV)**  
**JOB DESCRIPTION**  
Rev. 12.25

**JOB TITLE:** Civil Legal Attorney

**REPORTS TO:** Client Services Program Director & Executive Director

**HOURS:** 32-40 Hours per Week

**Location:** Hybrid in Taos, New Mexico – Mondays in-person, applicant can choose 1-2 other days to work in-person

**SALARY:** \$95,000 - \$100,500 + Benefits, Exempt

**SCOPE OF POSITION:** Will provide skilled legal services to CAV clients referred by CAV Legal Advocate. The attorney will provide in-person/telephonic/video legal consultation, help clients fill out legal papers for filing, represent clients for order of protection hearings, provide complex family law representation (child custody, child support, property allocation, etc.), and provide legal services in other intimate partner violence (IPV) related issues. Representation may be state or tribal court or administrative tribunals.

CAV legal advocacy team will be responsible for initial case screening and referral and scheduling of legal appointments.

The attorney will ensure competent representation of each client, which may be brief services or more extensive representation at the legal discretion of the Attorney. Will comply with all Rules of Professional Conduct, including consulting with experienced attorneys as needed and taking training necessary to improve skills. The attorney will work with CAV legal advocacy team to make sure Attorney's schedule is not over-burdened.

**PRIMARY RESPONSIBILITIES:**

- Meet with clients to provide legal advice on IPV-related issues.
- Represent clients in court and administrative hearings, file legal documents, research complex issues.
- Consult with mentors and peers on complex issues.
- Negotiate with opposing parties.
- Provide quality legal representation for survivors of intimate partner violence to increase protection and safety of survivors and their children.
- Promote pro bono legal services to survivors and their children.
- Draft required pleadings and maintain client legal files. This includes preparing necessary reports as requested by the Client Services Program Director or Executive Director.
- Develop and maintain legal calendar and case tracking system.
- Develop and maintain a case screening system including necessary case screening standards and materials for easy use by CAV client staff and survivors (e.g., guidelines, timelines, processes, applications, or processes notification of selection or rejection, etc.).

- Engage in situational supervision structure and actively examine how this work impacts you, and how your work impacts survivors of intimate partner violence, their children, and your co-workers.
- Summarize results of case screening and selection/rejection outcomes on a quarterly basis.
- Develop and maintain reporting formats, schedules, and records on direct legal services provided, and provide annual evaluation and summary of direct legal services' outcome and impact, as required by agency and grantors.
- Other responsibilities as assigned by the Client Services Program Director or Executive Director.
- Abide by the confidentiality of CAV regarding clients and legal work product.

**MINIMUM QUALIFICATIONS:**

A minimum of a Juris Doctorate from an accredited law school and licensed to practice law in New Mexico or provisions deemed appropriate by the Supreme Court of New Mexico. Forty (40) hours of domestic violence/intimate partner violence training within three months of hire, and additional training as required by grantors and agency. A minimum of twenty (20) hours of ongoing training per year related to target population, may include NMCADV, CSVANW, VOCA, or VAWA training. Attorney must be covered under legal malpractice insurance (reasonable costs for coverage will be paid by CAV). Current State of NM Bar license must be provided to CAV initially and annually.

CAV is an Equal Opportunity Employer. This means that all persons are eligible to be employed, promoted, or discharged, without regard to their gender, sexual orientation, race, religion, disability, age, ancestry, serious medical condition, gender identity, or national origin. CAV does not tolerate retaliation against any employee or client who filed a grievance, made a complaint, or questioned the handling of a discrimination charge.