FRANKLIN COUNTY LEGAL SERVICES

Each Case Matters

Attorney Position Opening

Franklin County Legal Services ("FCLS") is a charitable, nonprofit organization located in Chambersburg, Pennsylvania. FCLS was founded in 2002. Our mission is to provide access to legal representation, advice, and education to low-income individuals with civil legal problems. Services are provided free of charge to our clients. Our work provides access to justice and helps meet basic human needs through the provision of civil legal services. Joining the FCLS team is a great opportunity for a meaningful career making a difference where it's needed most. More information about FCLS can be found at www.fcls.net.

Located in south-central Pennsylvania, Franklin County offers a high quality of life with a lower cost of living, scenic mountain views, and easy access to larger metropolitan areas like Harrisburg, Baltimore, and Washington D.C. Franklin County is one of the fastest growing counties in the Commonwealth with the charm of small-town living and numerous opportunities to enjoy the outdoors as well as the area's rich history.

FCLS has an opening for a full-time Attorney with a regular schedule of 35 hours per week. The Attorney will provide civil legal services to indigent clients. Access to help for all types of civil legal problems is provided with our primary practice areas focusing on the greatest needs of immigration, landlord/tenant, and family law. The Attorney position is remote or hybrid. Hybrid or remote working from the Philadelphia, Pennsylvania area or the Newark, New Jersey area is preferred.

PRIMARY RESPONSIBILITIES:

- Conduct client interviews, legal assessments, and case evaluations;
- Provide legal advice and representation in civil legal matters with a primary focus on custody, landlord/tenant, and immigration;
- Represent clients in court proceedings in state court, before the Executive Office for Immigration Review, and with administrative agencies;
- Maintain accurate and timely case files, documentation, and data entry in compliance with program and grant requirements;
- Manage an active caseload while meeting performance expectations, deadlines, and reporting obligations;
- Work collaboratively with colleagues to provide responsive, compassionate, and high-quality legal assistance to clients;
- Stay informed regarding changes in applicable laws, regulations, and legal services best practices.

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QUALIFICATIONS:

- Graduate of an ABA accredited law school;
- Admission to the Pennsylvania Bar or licensure in another state with the ability upon hire to waive into Pennsylvania;
- Experience in one of FCLS' practice areas preferred (custody, landlord/tenant, or immigration);
- Ability to work independently and travel as needed;
- Fluency in Spanish or Haitian Creole/French a plus but is not required; and
- Strong commitment to public interest law.

SALARY AND BENEFITS

The salary range for the Attorney position is from $65,000 to $67,000, depending upon experience. Fringe benefits are provided, including health insurance and paid leave time. FCLS attorneys are eligible to apply for the PA IOLTA Board Loan Repayment Assistance Program offered by the Pennsylvania Bar Foundation. Membership fees for the Franklin County Bar Association, Pennsylvania Bar Association, and American Immigration Lawyers Association are paid by FCLS.

HOW TO APPLY:

Submit a cover letter and resume via email (gloria@fcls.net) to Gloria Keener, Executive Director. Subject Line: Attorney Position. Applications will be accepted until the position is filled.

FCLS is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, gender identity, sexual orientation, age, marital, veteran or disability status, political affiliation, or beliefs. We believe that diversity enriches our organization and helps us to fulfill our mission. All qualified applicants, including those who represent minority and marginalized groups, are strongly encouraged to apply.