



# LEGAL AID SOCIETY

OF MIDDLE TENNESSEE AND THE CUMBERLANDS

## Now Hiring - Staff Attorney in Oak Ridge

**Salary: \$65,000- \$75,500 per year**

Legal Aid Society has an immediate opening for an Attorney in its Oak Ridge office. The Staff Attorney provides legal representation to income-eligible clients in civil cases related to tax, consumer, and/or varying areas of legal practice. As part of a holistic approach, representation may include administrative advocacy, litigation in state and federal courts, and community education for clients in accordance with LAS' guidelines and priorities and the Rules of Professional Conduct. This position is funded in part by, and in collaboration with, one or more grants. Personnel must adhere to goals and outcomes detailed in the grant contract. This position is funded for the duration of the grant and subsequent renewal may result in modification of job duties and responsibilities.

### Who We Are Looking For

- Juris Doctor (JD).
- Admitted to practice in Tennessee, eligible for admission through reciprocity, or willing to take first available bar examination.
- Eligible for admission to practice in Federal courts, including United States tax court.
- Eligible to practice before the Internal Revenue Service.
- Excellent research, writing, and advocacy skills including the ability to advocate in a clear, effective and logical manner both orally and in writing.
- Prioritize work, plan and problem-solve, meet deadlines, and work well under pressure.
- Excellent organizational skills and attention to detail.
- Basic proficiency in Windows and Microsoft Office (Outlook, Word, and Excel).
- Use a high level of professionalism, diplomacy, and sound judgment.
- Demonstrate a commitment to the principle of equal justice and to advocacy for low-income persons.
- Treat clients, staff, and the public with dignity and respect.
- Appreciate the experiences and needs of people of diverse economic, social, and cultural backgrounds.
- Demonstrate a personal sense of integrity.
- Take ownership of projects and produce solid work products.
- Work as a member of a team and independently including willingness to help others (cooperative) and share knowledge, information, contacts, and experience.
- Address issues in a timely manner.
- Bilingual a plus.

### How to Apply

Email cover letter, resume, writing sample, and three references (with email addresses and phone numbers) to our Hiring Manager at [hr@las.org](mailto:hr@las.org). Subject line should read: re: Oak Ridge Staff Attorney.

### Who We Are

Legal Aid Society's mission is to advance, defend, and enforce the legal rights of low-income and vulnerable people in order to secure for them the basic necessities of life. Our staff includes national authorities in the fields of domestic violence, housing, consumer law, federal income taxation, health advocacy, non-profit group representation, social security, and special education.

### At Legal Aid Society, We...

- Demonstrate a commitment to the principles of equal justice and advocacy for low-income people.
- Treat clients, staff, and the public with dignity and respect.
- Celebrate diversity and are committed to creating an inclusive environment for all employees.
- Appreciate the experiences and needs of people of diverse economic, social, and cultural backgrounds.
- Demonstrate a personal sense of integrity.

## Learn more about us at [las.org](http://las.org)

**Clarksville · Columbia · Cookeville · Gallatin · Murfreesboro · Nashville · Oak Ridge · Tullahoma**

Apply as soon as possible. Legal Aid Society of Middle Tennessee and the Cumberland Mountains provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.