



## SENIOR COUNSEL – NYC

### POSITION DESCRIPTION NOVEMBER, 2017

LatinoJustice PRLDEF (LJP) is one of the foremost Latino civil rights organizations in the country. By litigating precedent-setting law reform impact cases across the country and training young Latinos to be leaders in their community, LJP has profoundly improved the way Latinos are treated in U.S. society, working to ensure that they have more opportunities for political, economic, social and educational equality. Our areas of focus include immigrants' rights; voting rights; employment discrimination and worker's rights including the treatment of day laborers; and criminal justice reform & law enforcement issues. In the past decade, we have litigated voting rights and redistricting cases in Florida, New York and Pennsylvania; have advocated for the creation of fair redistricting plans and bilingual election materials in Florida, Georgia, North Carolina, New Jersey, New York, Pennsylvania & Virginia; and litigated against the passage of anti-immigrant ordinances enacted in various jurisdictions including Hazleton, Pennsylvania, Riverside, New Jersey, Prince William County, Virginia, Alabama and South Carolina. Under the leadership of our President and General Counsel, LJP's work has been increasingly focused on addressing systemic discrimination and ensuring equal access to justice in the advancement of the rights of formerly incarcerated persons and Criminal Justice reform. LJP aims to include the Latino perspective in the criminal justice conversation, and to generate the public will necessary to reduce mass incarceration in America.

We are seeking to hire an experienced **Senior Counsel** with a strong record of commitment to social justice work to join our legal team in our New York City headquarters. The Senior Counsel will be a litigation team member and will report to the Deputy General Counsel. As part of LJP's litigation team, the senior attorney will manage complex litigation, will lead and manage existing cases pending in state and federal court, will participate in trial hearings, and will oversee all facets of the litigation process in coordination with appropriate LatinoJustice PRLDEF staff.

### COMPETENCIES AND JOB DUTIES

The Senior Counsel is an experienced litigator who has substantive **knowledge** and experience on core civil rights statutes, precedents and their application; is knowledgeable with both federal and state statutory and constitutional law issues and principles, methods, materials and practices of legal research and writing. The Senior Counsel has the **ability** to argue clearly and logically in written and oral form; to define issues, perform legal research, analyze problems, evaluate alternatives and make appropriate recommendations; to prepare clear and concise memoranda, summarize legal issues and precedents; and to effectively represent LatinoJustice with the public, opposing and co-counsel, law enforcement agencies and other government institutions. The Senior Counsel will also have the ability to develop substantive knowledge as needed in new areas of focus within the broader civil rights/constitutional law umbrella. The Senior Counsel has substantial computer assisted research **skills** as well as excellent time management skills and the ability to handle multiple deadlines.

Depending on assignment, **duties** may include, but are not limited to, the following: interviewing potential clients, engaging in fact-finding, and identifying potential legal claims and defenses based upon the facts presented; preparing retention letters; conducting legal research; reviewing and organizing discovery productions and document reviews; overseeing case management; ensuring compliance with procedural obligations and deadlines; drafting legal pleadings, memoranda, motions and other court filings for submission in cases pending at the trial court and appellate level; assisting in the selection of and preparation of expert

reports and testimony; defending and deposing both expert and facts witnesses; arguing motions and appeals; performing direct and cross examination of witnesses as well as opening and closing statements at trial; and drafting and giving testimony before legislative bodies and other government commissions or entities in matters connected to our litigation priorities.

In addition to the substantive knowledge and experience, the Senior Counsel will provide guidance, mentorship and leadership to junior attorneys, legal fellows and interns in the performance of any of the above or related tasks. The ideal candidate is committed to LJP's mission and goals; is adaptable, efficient, and results oriented; is resourceful and innovative, with strategic vision to guide and frame LJP's litigation and increase LJP's legal docket; has the ability to establish and maintain cooperative working relationships; ability to handle high levels of stress satisfactorily, and congeniality with other employees, clients and outside counsel.

The Senior Counsel may also serve as media-spokesperson for LatinoJustice PRLDEF and liaison to the local community, performing the following functions: respond to press inquiries and participate in press interviews; appear and speak before community and education groups; and, participate in discussion panels in a variety of education and community settings.

## **EDUCATION AND QUALIFICATIONS**

The Senior Counsel will have a strong record of commitment to public interest and civil rights issues and a **minimum of 10 years post-bar admission litigation practice**; NY State Bar License; experience in federal litigation practice; and good standing in state and federal courts.

The Senior Counsel should also be energetic, highly self-motivated; possess excellent interpersonal skills to develop diverse allies and facilitate collaboration; have a good sense of humor and ability to work well independently and in teams; have ability to collaborate successfully with a broad and diverse range of communities and individuals; have strong organization skills; and be able to manage several projects simultaneously in a fast paced environment. The Senior Counsel must possess excellent legal research, writing, and oral communication skills as well as working knowledge of document management and research software such as Concordance, CaseMap, Lexis-Nexis, and Westlaw. **Bilingual Spanish/English is required.**

## **COMPENSATION AND BENEFITS**

The Senior Counsel is a Union position and salary is determined by Collective Bargaining Agreement. LatinoJustice offers a comprehensive benefit package that includes health, dental, vision, life, long-term disability and a voluntary 403(b) retirement plan, as well as generous paid time off benefits.

### **To Apply:**

Send Cover letter, resume and writing sample to:

Silvia Orna  
Director of Human Resources and Operations  
[sorna@latinojustice.org](mailto:sorna@latinojustice.org)  
Email subject: Senior Counsel - NYC

Deadline: applications will be reviewed on a rollover basis. Interested applicants are encouraged to apply right away.

*LatinoJustice PRLDEF is an equal opportunity employer and considers all applications without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*