



JOB TITLE:	Staff Attorney
DEPARTMENT:	Legal
REPORTS TO:	Legal Director
EXPERIENCE:	Mid-level
FLSA STATUS:	Exempt
LOCATION:	Ohio (Permanent Location TBD)
DATE:	March 5, 2021

POSITION SUMMARY

The Staff Attorney will serve as counsel during the initial investigation, strategic development, and litigation of potentially complex cases to defend and extend civil liberties and advance civil rights throughout Ohio and beyond. The Staff Attorney will be supervised by the Legal Director and will also receive support and guidance from the Senior Staff Attorney. The Staff Attorney will manage and litigate cases with increasing independence, commensurate with their increasing experience.

RESPONSIBILITIES

Litigation, Investigation, and Case Development

- Help maintain and grow the litigation docket
- Investigate and develop facts for cases
- Research legal and fact issues in support of litigation and other campaigns
- Handle every aspect of civil litigation in state and federal court, and of other advocacy in other forums, including discovery, motion practice, negotiation, and client management
- Evaluate and analyze potential civil liberties/civil rights claims
- Prepare legal memoranda
- Draft correspondence, including pre-litigation demand letters
- Formulate and evaluate legal theories and strategies
- Interview clients, witnesses, and potential clients and witnesses
- Recruit and work with expert witnesses
- Draft pleadings, motions, and briefs
- Argue motions
- Plan and conduct discovery, and respond to discovery initiated by opponents
- Serve as counsel or co-counsel at trials and hearings
- Pursue appeals
- Negotiate effectively
- Pursue attorneys fee awards
- Negotiate and draft documents such as retainers, co-counseling agreements, and settlements
- Review and make recommendations on requests for the ACLU of Ohio to prepare or sign amicus briefs
- Communicate effectively with all members of a litigation team and other ACLU colleagues

- Communicate with and manage organizational and individual clients, including vulnerable clients, ethically
- Manage their time, and the time of everyone they work with, efficiently
- Represent the ACLU in a professional and ethical manner in all interactions with opposing counsel, judicial officers, and others
- Travel as needed for court appearances and other legal proceedings, for meetings, and for professional development

Supervision & Management

- Supervise and provide day-to-day direction to the Research Attorney, the Paralegal, and/or any law clerks or interns assigned to them
- Manage the recruitment of any law clerks (if/when a clerking program is in effect)
- Manage, support, and monitor the work of cooperating attorneys
- Review/edit other staff members' work product and provide feedback that supports their professional growth

Communication, Coordination, and Professional Growth

- Serve as a resource to policy, legislative, public education, development, organizing, and communication staff, including investigating, researching, and developing facts in support of non-litigation or integrated campaigns
- Act as a spokesperson for the ACLU of Ohio for the media and as a public speaker, such as at bar functions or other events
- Help organize and present at CLE's and other public events on civil rights and liberties
- Prepare and deliver testimony before legislative or regulatory bodies and agencies
- Collaborate in the development and implementation of integrated advocacy initiatives and strategies where litigation is but one of the available advocacy tools
- Draft reports, media statements, public education materials, and similar non-litigation documents
- Meet as requested with donors to discuss aspects of the legal program

MINIMUM QUALIFICATIONS

- J.D. from an accredited law school
- Admission to and continued good standing with the Ohio bar, or ability to be admitted within 6 months of start date
- Two years of post-J.D. legal experience that demonstrates the ability to perform the tasks described in the Responsibilities section above
- Demonstrated high level legal research, writing, and analytical skills
- Substantive knowledge and understanding of constitutional law and civil liberties issues
- Understanding of and support for the values and goals of the ACLU, including strong and enduring commitment to civil rights and liberties
- Willingness to work beyond a 9 to 5 workday, or more than 40 hours per week as necessary
- Ability to travel as necessary

- Capacity to initiate and prioritize projects, work effectively under pressure, manage time effectively, and follow through on all assignments and projects
- Ability to attend to detail while remaining focused on the ultimate goal
- Ability to exhibit consistent sound judgment and a high degree of tact, discretion and professionalism
- Strong interpersonal skills and willingness to function as a member of the team
- Demonstrated commitment to the value of individuals and respect for differences of race, ethnicity, age, gender, sexual orientation, gender identity and expression, religion, ability, and socio-economic circumstance
- Desire and ability to work with individuals of diverse identities, perspectives, and viewpoints, both within the ACLU of Ohio and in the broader communities and coalitions with whom we interact

Equal employment opportunity/affirmative action statement

ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital or familial status, citizenship, disability, veteran status and record of arrest or conviction.