



Legal Aid of North West Texas

600 East Weatherford Street, Fort Worth, Texas 76102
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www.lanwt.org

*With offices in Abilene, Amarillo, Dallas, Denton, Fort Worth, Lubbock, McKinney
Midland, Odessa, Plainview, San Angelo, Waxahachie, Weatherford and Wichita Falls*

POSITION ANNOUNCEMENT

POSITION: Staff Attorney
CLOSING DATE: Position Immediately Available and Closed When Filled
LOCATION: Dallas, Housing, Consumer and Economic Benefits Unit

DESCRIPTION: Legal Aid of North West Texas (LANWT) is a non-profit law firm that provides free civil legal services to the low-income, northwest Texas community. The Dallas office is located downtown.

DUTIES AND RESPONSIBILITIES: The attorney will be expected to provide quality and competent advice and/or representation to assigned clients in accordance with LANWT's policies and procedures and attorneys' responsibilities under the Texas Disciplinary Rules of Professional Conduct; Texas Lawyers Creed and the American Bar Association's Standards for Providers of Civil Legal Services to the Poor.

The successful applicant must be able to gather evidence, conduct civil lawsuits, draft legal documents and advise clients about their legal rights. Staff attorneys must also be able to interview clients and witnesses; as well as handle other details in preparation for client legal representation and assistance. Staff attorneys represent clients in court and before quasi-judicial or administrative agencies of government. They will interpret laws, rulings, and regulations for clients and client community. They will be involved with outreach and community education and will work with the community to further the mission of LANWT. They may supervise and coordinate activities of subordinate legal, clerical, volunteer, or student workers. They are expected to handle a service caseload involving litigation, periodically attend evening legal clinics, and participate in community education programs offered by LANWT.

QUALIFICATIONS:

- Licensed to practice in Texas or qualify for admission by reciprocity within one year of hire..
- Prior legal services, public interest or volunteer experience desirable
- Bilingual (Spanish/English) ability desirable

COMPENSATION: Entry level is \$3,750/month, higher, based on qualifications and experience. Excellent benefits package which includes paid vacation, holidays, retirement, health, dental, and life insurance.

Apply one of three ways. Submit resume and list of references to:

- MAIL: Human Resources, 600 E. Weatherford St., Third Floor, Fort Worth, TX 76102.
- E-MAIL: humanresource@lanwt.org, or
- FAX to (817) 649-4759.

LEGAL AID OF NORTHWEST TEXAS IS AN EQUAL OPPORTUNITY EMPLOYER

"EQUAL JUSTICE UNDER LAW"

Over 50 years of civil legal aid to the low-income community in North & West Texas



