



ASIAN LAW ALLIANCE

991 West Hedding Street Suite 202 San Jose, California 95126

Tel (408) 287-9710 Fax (408) 287-0864

Job Announcement

POSITION:

Staff Attorney, Federal Pro Se Program

AGENCY DESCRIPTION:

The Asian Law Alliance is a non-profit community law office that has provided legal services, community education and advocacy services since 1977 to the Asian and Pacific Islander communities in Santa Clara County. Priority areas are immigration, housing, domestic violence, public benefits and civil rights.

JOB SUMMARY:

ALA's Federal Pro Se Program, in partnership with the United States District Court's Northern District of California, provides limited scope legal assistance to self-represented litigants with pending cases in the Court's San Jose Division. The attorney will staff and manage the operations of the Program's legal clinic by conducting intake, scheduling appointments, and meeting with individual clients to provide limited scope legal assistance. The attorney will also recruit volunteers and help place select cases with pro bono counsel when requested by the Court. The legal clinic was housed in an office at the courthouse before the Covid-19 pandemic. Services are currently provided remotely. The attorney should be prepared for the possibility of returning to some in-person services as public health conditions permit.

SKILLS AND QUALIFICATIONS:

Applicants must be a licensed member of the California State Bar.

Applicants must have at least three years of litigation or equivalent experience, preferably in federal court. Knowledge of federal rules of civil procedure is strongly preferred.

Applicants must be comfortable working with people from a wide variety of backgrounds and abilities within low-income communities and be able to adjust the legal services provided depending on the needs of the individual.

Applicants must be comfortable working independently on short or long-term projects.

COMPENSATION: Salary \$5,833.33- \$7,500 per month (depending on experience). Benefits include medical; dental; and vision plans; sick leave; paid vacation, 403(b) plan, flexible spending plan.

To apply: Send cover letter and resume to:

Bea Pangilinan, Deputy Director
Asian Law Alliance
991 West Hedding Street, Suite 202
San Jose, CA 95126 or bea@asianlawalliance.org

Deadline to apply: UNTIL FILLED

The Asian Law Alliance is an affirmative action, equal opportunity employer