



INDIANA LEGAL SERVICES, INC.

*Job Announcement*

**STAFF ATTORNEY**

**AGENCY DESCRIPTION:** Indiana Legal Services, Inc. (ILS) is a statewide, not-for-profit organization that provides free legal services to eligible clients in civil cases through 8 branch offices. ILS is funded by the Legal Services Corporation, Indiana Civil Legal Aid Fund, United Ways, Area Agencies on Aging, Lilly Endowment and approximately 60 other funding sources.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:** ILS is committed to promoting diversity, multiculturalism, and inclusion and is proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any category protected by law. ***We strongly encourage LGBTQ, Black, Latino, Indigenous, and other applicants of color, people with disabilities, and other people historically underrepresented to apply.***

**LOCATION:** This position is located in the Indianapolis office of Indiana Legal Services.

**JOB SUMMARY:** The staff attorney will provide legal assistance in a variety of legal matters; primarily the attorney will handle family law and public benefits, and perform other duties as assigned. The attorney will work under the supervision of the Managing Attorney.

**RESPONSIBILITIES:**

- Provide high quality legal representation in court proceedings.
- Provide high quality legal advice, limited service, and negotiation.
- Review applications for legal assistance to assess legal issues and needs.
- Collaborate with community partners and other agencies.
- Comply with all LSC and grant requirements and all ILS policies and procedures.

**QUALIFICATIONS:**

- Dedicated to the mission of Indiana Legal Services, which is to use the law to fight poverty and racism, empower clients, and improve access to justice.
- Licensed to practice law in Indiana.
- At least three (3) years of attorney experience is preferred.
- Experience in family law and small claims court is preferred.
- Ability to travel as needed to perform job responsibilities.
- Excellent written and oral communication skills.

**COMPENSATION:** The starting salary for the position is \$57,425 with a range up to a maximum of \$75,535 depending on experience. ILS offers an excellent fringe benefits package including health insurance (medical, dental, vision, Rx), disability insurance, life insurance, a 401(k) plan, and a flex benefit plan.

**To Apply:** Please submit a resume and a list of 3 references with email addresses and telephone numbers through our online job postings or by email to [human.resources@ilsinet](mailto:human.resources@ilsinet).