

JOB DESCRIPTION

New Job
 Revised
 Reviewed

Exempt
 Nonexempt

Job Title: Disability Rights Attorney

Reports To: Deputy Director – Legal Division

Date: May 16, 2016

PRIMARY PURPOSE

The primary purpose of this position is to provide legal services to Kansans with disabilities on issues involving their disability and civil rights. Attorneys will work under the direction and control of the Deputy Director – Legal Division. This is an exempt position under FLSA.

ESSENTIAL JOB FUNCTIONS

1. Provide competent, effective legal services to DRC clients in accordance with the Kansas Rules of Professional Responsibility by maintaining high professional and ethical standards, always being mindful of the obligation to the client, DRC, the court, and the profession.
2. Strong commitment to civil rights and a passion for advocating on behalf of persons with disabilities.
3. Communicate effectively, with or without reasonable accommodation, including by phone, TDD/TTY, and the Kansas Relay.
4. Excellent verbal/oral communication skills, with or without reasonable accommodation.
5. Proficient legal writing skills.
6. Competent computer skills to prepare briefs, memos, letters, etc. without assistance from support staff.
7. Proficient computer skills to communicate by email and research using internet resources such as Westlaw.
8. Possess or develop litigation skills, including but not limited to, drafting pleadings, motion practice, discovery, depositions, and jury/court trials in federal and state court.
9. Possess or develop appellate advocacy skills, including but not limited to, oral argument and brief writing in the state and federal appellate courts.
10. Zealously advocate for people with disabilities in institutions, nursing homes, state hospitals, ICFs/MR, group homes, schools, and private homes.
11. Develop expertise in specialized areas of disability law and legal procedure.
12. Travel throughout the state when necessary to investigate, prepare, or argue a case. Working in DRC's office in Topeka, KS is required.
13. Work the hours necessary to meet professional standards for each client and each case.

14. Work as a member of a team.
15. Assist and supervise advocacy staff.
16. Accept and implement constructive criticism and feedback concerning his/her work.
17. Perform other duties and projects as assigned by a supervisor which are not direct legal services to a client but serve DRC's mission to provide protection and advocacy services on behalf of Kansans with disabilities.
18. Implement tasks assigned by a supervisor in a timely and effective manner.
19. Ensures that the work of DRC meets and conforms to all agency policies/procedures, DRC's adopted priorities, and the requirements of our federal programs. The Attorney will quickly and proactively work with DRC management to notify and correct any potential instances where questions arise regarding adherence to this requirement.
20. Presentations to client groups and other advocacy groups – make presentations on behalf of DRC on various agency issues.
21. Effectively manages the billing targets assigned by the Deputy Director – Administrative Division. Works proactively to ensure maximization of grant resources through active management of their targets.
22. Other duties as assigned by the Executive Director or the Executive Director's designee.

QUALIFICATIONS

1. Juris Doctor from an accredited law school.
2. Active license to practice law in both state and federal courts. To apply for a DRC attorney position a Kansas law license is preferred. However, the ability to practice law in Kansas for clients of DRC by virtue of being granted reciprocity for having an active license to practice law in another state or the District of Columbia is acceptable. To be an attorney at DRC, the applicant must be able to practice law in Kansas.

PREFERENCES

1. Knowledge of disability law, including the ADA, Rehabilitation Act, Fair Housing Amendments Act, Individuals with Disabilities Education Act, Medicaid, Medicare, and HCBS Waivers.
2. Protection and Advocacy experience or other related public interest law experience.
3. Litigation experience.
4. Appellate court experience.

Employee Acknowledgement

A review of this job description has excluded the marginal functions of the position. All duties and requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. This document does not create an employment contract, implied or otherwise.

By signing below, I acknowledge that I have received a copy of this job description and an explanation of the duties and requirements of the position. I have read or will read this job description. I understand that this is a job “at will”.

Employee Signature

Date