



## LSPC SENIOR STAFF ATTORNEY

Legal Services for Prisoners with Children (LSPC) seeks applications for a Senior Staff Attorney position in its Oakland, California office. The position is full-time, regular and exempt. We will be hiring as soon as we have identified the right candidate.

The senior staff attorney will work with the entire LSPC staff to determine legal direction for the organization. The senior staff attorney will report directly to the Executive Director.

### Job Responsibilities:

The staff attorney will work with our legal team to:

- Confirm compliance with State Bar funding requirements and assists in the reporting process with the Development Director
- Follow California Department of Corrections and Rehabilitation (CDCR) regulation changes and respond to proposed changes
- Read and review legal journals for staff dissemination of relevant articles
- Respond to requests for technical assistance from legal services agencies around the state
- Coordinate response to requests for legal information from all prisoners who write to LSPC
- Conduct Family Law workshops/seminars for the women at FCI Dublin, women at Central California Women's Facility, Valley State Prison for Women, California Institution for Women and/or at the men's prisons in California as requested in conjunction with attorneys/staff from qualified legal services projects in the Bay Area.
- Provide legal information on child custody, visitation, child support, and other family law issues to both men's and women's prisons and local county jails
- Provide legal information/referrals to prisoners, family members, and the general public who contact LSPC by telephone and/or e-mail
- Update and keep current all manuals published by LSPC including, but not limited to, *Incarcerated Parents Manual*; *Suing a Local Public Entity*; *Manual for Grandparent-Relative Caregivers and their Advocates*; *Divorce Issues*; *Transportation to Court*; *A Manual on SSI/SSDI for Prisoners and their Advocates*; *Fighting for Our Rights: A Toolbox for Family Advocates of California Prisoners*; and, *Pregnant Women in California Prison and Jails: A Guide for Prisoners and Legal Advocates*
- Act as the "point person" on any individual lawsuits in which LSPC may be involved; assist in the investigation of clients' claims, interview clients, and facilitate communications between co-counselors, clients, and the public
- Network with and write *amicus curiae* briefs for attorneys and organizations that request them
- Train and supervise the legal interns

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- Supervise other staff attorneys
- Oversee manuals and legal training program

**Minimum Qualifications:**

- Five years of relevant legal experience
- Membership in the California Bar
- Working knowledge of California and federal prisoner and family law
- Demonstrated commitment to racial justice
- Excellent legal writing skills
- Ability to work independently and under deadline pressure
- Ability to think conceptually, strategically, and tactically
- Ability to work both independently with minimal daily supervision and as a team player
- Interest in prisoner law, restoration of civil rights, parole, and legislation
- Ability to supervise

**LSPC is an equal opportunity employer that refuses to discriminate on the basis of race, religion, disability, gender, nationality, ethnicity or sexual orientation. We strongly encourage formerly incarcerated people, family members, people of color, women and all qualified people to apply for this position.**

To apply, please submit a cover letter, resume, legal writing sample and references to:

Hamdiya Cooks-Abdullah (hamdiya@prisonerswithchildren.org)  
LSPC  
4400 Market St.  
Oakland, CA 94608

**NO PHONE CALLS PLEASE!**

