



Staff Attorney – Newton Office (Sussex County)

Legal Services of Northwest Jersey (LSNWJ) seeks one dedicated full-time Staff Attorney to join our team in our Newton office.

LSNWJ provides free civil legal services to individuals and families with limited income across Morris, Hunterdon, Somerset, Sussex, and Warren counties. Our attorneys advocate on behalf of vulnerable communities in critical civil legal matters, including family law, housing, consumer protection, public benefits, healthcare access, and elder law.

We have a growing need within our Family Law unit and are particularly interested in candidates with experience in, or a strong interest in, family law. Staff Attorneys at LSNWJ often practice in more than one substantive area, allowing for varied and meaningful client centered work while receiving support, training, and collaboration from experienced colleagues.

Primary Responsibilities:

- Provide legal advice, advocacy, and full representation in civil legal matters.
- Represent clients in court and administrative proceedings.
- Conduct legal research, draft pleadings, and manage case files.
- Participate in community education, outreach, and training efforts.
- Collaborate with pro bono attorneys and community partners.

Preferred Qualifications:

- J.D. from an accredited law school.
- Licensed to practice law in New Jersey, or eligible for admission and committed to obtaining New Jersey licensure.
- Minimum of two years of legal experience is preferred; additional experience is welcome and valued.
- Excellent analytical, oral communication, and writing skills.
- Advanced technology skills and strong understanding of professional ethics and responsibilities in the practice of law in New Jersey.
- Trustworthy, reliable, and respectful of client confidentiality and community needs.
- Commitment to public interest law and serving low-income communities.
- Valid driver's license and access to reliable transportation for work-related travel.
- Bilingual (English-Spanish) a plus.

Physical Requirements:

- Ability to perform prolonged periods of desk work and computer-based tasks.
- Ability to lift and carry up to 15 pounds as needed.
- Ability to move throughout and access the organization's office spaces to perform job duties.

- Ability to attend court hearings and related proceedings in accordance with court requirements.

**LSNWJ will provide reasonable accommodations to qualified individuals with disabilities in accordance with applicable federal and New Jersey law.*

Professional Expectations:

- Commitment to public interest and legal services for the low-income community.
- Continued professional growth.
- This is a full-time position. Time may vary from week to week depending on many factors, and includes all time on professional activities, training, outreach, committee work and administrative duties.

What We Offer:

- Ongoing professional training opportunities.
- Supportive team of legal services attorneys and staff.
- Hybrid work schedule available after the introductory period, consistent with LSNWJ policy.
- Comprehensive benefits package.
- Public Service Loan Forgiveness (PSLF) program eligibility.

Salary: \$75,000 to \$102,000 annually, commensurate with experience, along with a comprehensive benefits package.

To Apply:

Interested candidates should submit a resume, cover letter, writing sample, and references to Nana A. Osafo, nosafo@lsnj.org. Applications will be reviewed on a rolling basis, and the position will remain open until filled. Immediate availability is preferred.

Legal Services of Northwest Jersey is an equal opportunity employer, including disability and protected veteran status, and encourages applications from individuals of all backgrounds.