



Job Title	Staff Attorney/Research Associate
PVN ID	QL-2208-005022
Category	Research
Location	CUNY SCHOOL OF LAW
Department	LAW
Status	Full Time
Annual Salary	\$54,715.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Sep 15, 2022 (Or Until Filled)

General Description

CUNY Law School's Defenders Clinic is seeking an entry level Staff Attorney/Research Associate who will have a key role assisting with the Clinic's docket and the Delivering Justice Project (DJP) the clinic's grant funded collaboration with the Legal Aid Society's Wrongful Conviction Unit. The Project seeks to reduce incarceration in New York State through the re-investigation of postconviction DNA cases and testing of DNA evidence. The Staff Attorney/Research Associate will work as a part of the Defenders Clinic team to support the goals of the Clinic through case review, as well as research, data, and organizational support.

Other Duties

- Review court files and records, interview clients and witnesses, conduct legal research, devise investigative strategies, draft pleadings in cases involving claims of wrongful conviction
- Manage court-related filings and preparation of documents
- Devise and maintain a system to keep track of all potential and actual DNA testing cases
- Keep track of documents in possession of Clinic and assist in locating those still needed; Provide consistent followup with FOIL and DOCCS requests
- Maintain organization of case files in Clinic database
- Assist students in maintaining organized time sheets and case notes in Clinic database
- Facilitate submission and reimbursement processes for expenses related to student travel and obtaining documents (FOIL requests, medical records etc.)
- Assist students/faculty in the preparation and finalization of case filings (petitions, advocacy letters, motions)

- Track data at every stage of case review including performance measures for quarterly reports
- Track performance measures and generate reports on project outcomes
- Assist with navigating federal requirements and databases for grant related documentation, data sharing, reporting
- Attend regular joint Defender Clinic-WCU meeting where cases are discussed
- Monitor and conduct follow up with clients pending on the Defenders Clinic's docket
- Other duties as assigned

Qualifications

- Juris Doctor degree, ideally with trial advocacy, evidence, ethics, clinical, criminal law and criminal procedure courses.
- Active bar membership in New York or awaiting July 2022 New York State Bar Examination results
- Strong case management, legal research, writing skills, and oral communication skills
- Ability to manage time-intensive caseload with numerous deadlines
- Strong organizational skills
- Experience with data collection and management as well as web-based technology
- The ability to work independently as well as collaboratively in a team
- Experience working with others of diverse racial, cultural, and economic backgrounds, including clients with a history of trauma and involvement with the criminal legal system; Individuals who are formerly incarcerated or have other experience in the criminal legal system are particularly invited to apply