

Middle Georgia Justice is seeking to hire a Family Law Staff Attorney. Please contact Amy Dever, our Executive Director, at amy@mgajustice.org if you have any questions or wish to submit an application for the position posted below. Thanks!

Middle Georgia Justice

Job Description – Family Law Staff Attorney

Middle Georgia Access to Justice Council, Inc. (MGJ) is a tax-exempt nonprofit organization formed in 2017 and based in downtown Macon. We help low-income members (300% or lower of the federal poverty guidelines) of the middle Georgia community with civil legal matters including family law, property, and probate issues. Our family law assistance includes divorce, legitimation, and custody matters. The lack of access to legal assistance in these areas leaves families in a state of confusion and the court systems in a difficult position dealing with unrepresented pro se litigants. Come be a part of the solution to the challenging obstacles that our community faces in accessing justice.

Position Overview:

The Family Law Staff Attorney will provide direct representation to clients and assist patrons in our Self Help Center with a variety of family law matters, including contested and non-contested divorces, parenting plans, child support modification, contempt, legitimations, name changes, and other family law related issues. The Staff Attorney reports to the Executive Director. The Staff Attorney will be provided mentorship and assistance through the Executive Director and through members of the MGJ Board and volunteer attorneys in our Justice Brigade. Our goal is to fully support and encourage the development of skills necessary to successfully practice in the field of family law. With the intense demand that we have for family law services, MGJ offers this position as a full-time commitment, but we will entertain alternative proposals.

Full-time position. Salary range of \$60,000 to \$65,000.

Essential Job Functions:

- Assist with prescreening of family law applications for assistance, participate in intake interviews, and assess the applicants' legal issues.
- Work with MGJ staff and attorneys as a team member and assist and train attorney and non-attorney MGJ staff members on family law litigation and support skills.
- Provide limited consultation or direct representation to patrons and clients.
- Meet with patrons and clients to discuss issues, devise strategies, provide legal guidance, and support.
- Represent clients in court proceedings in Superior and Juvenile Courts.
- Establish and maintain excellent relationships with local court personnel and judges.
- Work with Mercer Law student interns interested in pursuing family law career opportunities.
- Interface with MGJ attorney volunteers to provide pro bono and low bono family law assistance to patrons.
- Assist self-representing patrons utilizing our Self Help Center.
- Research legal issues and develop expertise in the family law field.

- Conduct all activities necessary to support case strategies, manage litigation, file pleadings, investigate, engage in discovery, prepare for mediations, hearings, and trials.
- Maintain a reputation for efficiency, professionalism, and reliability as an attorney and on behalf of Middle Georgia Justice.
- Travel as required within the seven-county service area of Middle Georgia Justice (Bibb, Crawford, Houston, Jones, Monroe, Peach and Twiggs Counties).
- Adhere to the highest professional standards for the practice of law.

Requirements of Position Applicants:

- Be a member in good standing with the State Bar of Georgia.
- Legal experience in the areas of divorce, legitimation, custody.
- Possess excellent people and communication skills.
- Be able to work independently as well as cooperatively and collaboratively with others.
- Excellent computer skills and ability to learn new skills.
- Must be proficient with the basics of civil practice and have competency in e-filing systems.
- Possess a desire for service to the community and growth as an attorney in the practice of family law through a commitment to the needs of low-income members of our community and the core mission of Middle Georgia Justice.