

## Staff Attorney (Family Law)

Full Time

New York, NY, US

Requisition ID: 1923

**Salary Range:** \$90,854.87 To \$90,854.87 Annually

<b>Job Code</b> 354	<b>Department Name</b> Legal Fund Family	<b>Reports To</b> Supervising Attorneys and the Director of the Legal Services Fund
<b>FLSA Status</b> Exempt	<b>Union Code</b> 232	<b>Management</b> No

### About Us:

Building Services 32BJ Benefit Funds (“the Funds”) is the umbrella organization responsible for administering Health, Pension, Retirement Savings, Training, and Legal Services benefits to over 100,000 SEIU 32BJ members. Our mission is to make significant contributions to the lives of our members by providing high quality benefits and services. Through our commitment, we embody five core values: Flexibility, Initiative, Respect, Sustainability, and Teamwork (FIRST). By following our core values, employees are open to different and new ways of doing things, take active steps to improve the organization, create an environment of trust and respect, approach their work with the intent of a positive outcome, and work collaboratively with colleagues.

The Funds oversees and manages \$9 billion of dollars in assets, which are made up of many, varied and complex funds. The dollars come from a number of sources, including the property owners who pay into the funds on behalf of their employees, and as such, requires those who oversee and manage the money to be highly skilled financial management people.

For 2025 and beyond, 32BJ Benefit Funds will continue to drive innovation, equity, and technology insights to further help the lives of our hard-working members and their families. We use cutting edge technology such as: M365, Dynamics 365 CRM, Dynamics 365 F&O, Azure, AWS, SQL, Snowflake, QlikView, and more.

Please take a moment to watch our video to learn more about our culture and contributions to our members: [youtu.be/hYNdMGLn19A](https://youtu.be/hYNdMGLn19A)

### Job Summary:

The 32BJ Legal Services Fund provides legal advice and representation to eligible 32BJ members and their eligible dependents. Reporting to the Director of the Family Unit and other Directors, the Staff Attorney will provide legal services to the members of Building Service 32BJ who are eligible under the union’s Legal Services Plan.

## **Essential Duties and Responsibilities:**

- Provide high-quality legal representation to members in Family Law, including litigation before courts and other relevant venues, ensuring legal rights are fully protected.
- Conduct thorough client consultations to assess legal issues, explain options, and formulate a strategic plan of action, with guidance from Directors.
- Prepare, draft, and file legal pleadings, stipulations, motions, discovery requests, and other legal documents accurately and within required deadlines.
- Review, revise, and proofread legal documents and correspondence to ensure clarity, accuracy, and compliance with relevant laws and regulations.
- Regularly update Directors and team on case progress through written reports, providing recommendations and next steps as needed.
- Obtain, organize, and manage court records, case files, and evidence in accordance with legal procedures and office protocols.
- Establish and maintain effective communication with clients, opposing counsel, courts, and other stakeholders to facilitate case resolution.
- Maintain organized, up-to-date, and detailed records of all case activities and documents in case management software, ensuring compliance with legal and ethical standards.
- Perform comprehensive legal research to support case strategy and to stay current with developments in Family Law.
- Demonstrated ability to write clear, persuasive, and well-organized legal documents for both courts and clients
- Monitor changes in substantive and procedural law relevant to Family Law, proactively adapting practices to align with updates.
- Maintain a deep understanding of the coverage and requirements under the Legal Services Plan to ensure services are provided in line with eligibility criteria.
- Safeguard all confidential client materials and information, adhering to privacy laws and internal policies on confidentiality.
- Actively participate in regular team meetings, contributing to discussions, sharing insights, and collaborating on projects and case strategies.
- Attend member information meetings and other outreach activities as directed by supervisory staff, including occasional travel, to promote the Legal Services Fund and engage with the membership.
- Demonstrated technical dexterity, including proficiency with case management software, digital evidence preparation, electronic filing systems, and AI-assisted tools for drafting, summarizing, and document review, consistent with ethical and confidentiality requirements.
- Comfort with digital evidence formats (PDF organization, redaction software).
- Competency in virtual practice tools (Teams, Zoom court, online meetings)
- Maintain a professional demeanor, workspace, and appearance as a representative of the Legal Services Fund.

## **Qualifications (Competencies):**

- JD and authorization to practice law in NYS required.
- Bilingual English/Spanish proficiency preferred, but not required.

- 1 to 3 years experience in Family Law.

**Education:**

JD and authorization to practice law in NYS required.

**Language Skills:**

Bilingual English/Spanish proficiency preferred, but not required.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

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- Under 1/3 of the time: Standing, Walking, Climbing or Balancing, Stooping, Kneeling, Crouching, or Crawling
- Over 2/3 of the time: Talking or Hearing
- 100% of the time: Using Hands

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- 1/3 to 2/3 of the time: Work near moving or mechanical parts, exposure to radiation, moderate noise.

***FOR DETAILS AND TO APPLY:***

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=77d040d9-afa5-44d0-b712-2aa98296db42&cclid=19000101\\_000001&jobId=575061&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=77d040d9-afa5-44d0-b712-2aa98296db42&cclid=19000101_000001&jobId=575061&lang=en_US)