



**charlotte center  
for legal advocacy**

justice lives here.

5535 Albemarle Road  
Charlotte, NC 28212  
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## **Staff Attorney, Community Empowerment Project**

Full Time

### **WHO WE ARE:**

Charlotte Center for Legal Advocacy, a non-profit agency that provides free legal assistance in civil matters to low-income persons in Charlotte and Western North Carolina, seeks a dynamic individual for the role of Managing Attorney, Community Empowerment Project to support the Advocacy Center's programs. More information about the Advocacy Center can be found at our website: [www.CharlotteLegalAdvocacy.org](http://www.CharlotteLegalAdvocacy.org).

### **ROLE:**

The Staff Attorney for the Community Empowerment Project is responsible for coordinating the provision of legal services to individuals and organizations in need, ensuring the highest quality of client representation in all areas of Community Economic Development. Service areas include expunctions, drivers' license restoration, property tax assistance, and community education. The Staff Attorney provides individual representation to low-income clients and organizations ensuring essential legal assistance is provided. Additionally, the Staff Attorney works closely with the Pro Bono Department to organize, train, and work with volunteer attorneys to assist with re-entry work.

### **RESPONSIBILITIES:**

#### **Expunctions**

- Develop legal expertise in North Carolina expunctions, driver's license suspension, and property tax relief legal issues.
- Interview and counsel clients to provide reentry services including but not limited to:
  - reading and interpreting criminal records to determine eligibility for expungement and related relief.
  - drafting and filing petitions for expunction, certificates of relief, and motions for appropriate relief.
  - reading and interpreting driving records to determine eligibility for reinstatement of driving privileges.
  - drafting and filing motions to remit costs and negotiating with assistant district attorneys to resolve outstanding failures to appear and failures to comply.

- appearing in district or superior court as needed in relevant counties for hearings on petitions for expungements and related relief.
- preparing for and attending hearings to restore driving privileges before the DMV.
- Work with support staff to assess clients for eligibility for property tax relief and conduct virtual and in-person clinics to assist clients in applying for exemptions.
- Collaborate with community partners and outreach staff to provide community education on criminal record expunction, driver's license restoration, and property tax relief.
- Review eligibility determinations and petitions prepared by pro bono attorneys and support staff for accuracy and completeness.

#### **KNOWLEDGE AND SKILL REQUIREMENTS:**

- Juris Doctor (JD) degree and active membership in the NC state bar.
- Commitment to and passion for pro bono and public interest work.
- Ability to communicate effectively and prioritize tasks.
- Strong legal research, analysis, and writing skills
- Excellent time management, analytical and problem-solving skills.
- Proficiency with Microsoft Office Suite or related software.

#### **WORK SCHEDULE:**

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work hours, Monday - Friday, 8:30 am - 5:00 pm.

#### **SALARY:**

This position is a full-time salary, exempt position. The annual salary range begins at \$57,645 and may vary depending upon experience and skills.

#### **REPORTS TO:**

Chief of Legal Affairs

#### **BENEFITS:**

The Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including medical, dental, and vision coverage at 100% for employees, 22 paid days of General Leave, 12 paid holidays, and 100% employer-paid professional liability.

#### **REASONABLE ACCOMMODATION:**

Charlotte Center for Legal Advocacy (CCLA) is committed to the full inclusion of all qualified individuals. As part of this commitment, it is the policy of CCLA to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship. The policy

regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Julia Lanham at [julia.lanham@charlottelegaladvocacy.org](mailto:julia.lanham@charlottelegaladvocacy.org).

**EQUAL OPPORTUNITY EMPLOYER:**

Charlotte Center for Legal Advocacy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of reemployment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**APPLY:**

Applicants should send a resume and cover letter to [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org). Please note the position for which you are applying in the subject line. Position will remain open until filled.