

THE LEGAL AID SOCIETY

Posting Date:	0/29/2021	Closing Date:	Open until filled
Practice:	Criminal Defense	Department/Unit:	Digital Forensics Unit
Main Location:	120-46 Queens Blvd.	Assigned location:	120-46 Queens Blvd.
Job Title:	Staff Attorney	Job Reference Code:	21-144
Reports to:	Jerome D. Greco, Digital Forensics Supervising Attorney		
Type: (check one)	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Hrs/wk (PT only)
Status: (check one)	<input checked="" type="checkbox"/> ALAA	<input type="checkbox"/> 1199	<input type="checkbox"/> Non-Union

MAJOR PURPOSE OF POSITION

The Criminal Practice of The Legal Aid Society has an opening for a Staff Attorney in its Digital Forensics Unit. The Digital Forensics Unit currently consists of two Analysts, two Examiners, three Staff Attorneys, and one Supervising Attorney. A Unit Staff Attorney must have an understanding of processes of how forensic evidence is retrieved, handled, analyzed, and preserved. The Staff Attorney will work closely with the Digital Forensic Analysts and Examiners on the Unit's casework. This citywide unit also develops, implements, and coordinates Society policy and litigation strategy concerning digital forensics matters.

Staff Attorneys for the Digital Forensics Unit are the Society's in-house experts in digital forensics matters and provide support for Criminal Practice attorneys and other defense attorneys. Staff Attorneys maintain a caseload limited to matters where forensic evidence is involved and provide support, including expert assistance and second-seating, for digital forensic cases handled by other Society attorneys.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Represent clients in criminal proceedings involving digital forensic evidence
- Provide support and assistance for other Society attorneys handling digital forensic cases
- Provide in-house and external training on digital forensic issues
- Provide back-up support for other defense attorneys in New York City
- Policy advocacy on behalf of clients in digital forensic matters, as needed
- Other duties as assigned.

TRAINING AND QUALIFICATIONS/ REQUIRED DOCUMENTS

- Felony certification
- Felony trial experience
- Experience in working on digital forensics cases
- Substantial background in the retrieval, handling, analysis, and preservation of digital forensics evidence or the demonstrated aptitude and willingness to acquire such knowledge and to maintain expertise
- Excellent trial skills
- Excellent written advocacy skills
- Excellent ability to provide training and support assistance for the Criminal Practice and, as needed, Society-wide
- Excellent organizational and interpersonal skills
- Ability and willingness to work as part of a citywide team.

REQUIRED DOCUMENTS: PLEASE SUBMIT THE FOLLOWING DOCUMENTS AS A SINGLE PDF THROUGH OUR ONLINE PORTAL:

- **COVER LETTER**
- **RESUME**

SALARY AND BENEFITS

The leadership of The Legal Aid Society believes in attracting and retaining exceptional talent committed to serving our clients. We offer a generous benefits package including health insurance, paid vacation, disability and life insurance, and more. Salaries for our unionized jobs are governed by our Collective Bargaining Agreement. Please visit our Careers page for additional information. Salary and benefits information will be available to applicants, when and if, an offer is made.

OUR COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION

The leadership of The Legal Aid Society is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us.

HOW TO APPLY

All applications must be completed [online](#). We do not accept paper submissions. Please visit our Careers Page to review all current job postings, and instructions on the application process. For technical difficulties or questions regarding this posting, please email jobpostquestions@legal-aid.org.

As an Equal Employment Opportunity (EEO) Employer, The Legal Aid Society prohibits discriminatory employment actions against and treatment of its employees and applicants for employment based on actual or perceived race or color, size (including bone structure, body size, height, shape, and weight), religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, gender identity (one's internal deeply-held sense of one's gender which may be the same or different from one's sex assigned at birth; one's gender identity may be male, female, neither or both, e.g., non-binary), gender expression (the representation of gender as expressed through, for example, one's name, choice of pronouns, clothing, haircut, behavior, voice, or body characteristics; gender expression may not be distinctively male or female and may not conform to traditional gender-based stereotypes assigned to specific gender identities), disability, marital status, relationship and family structure (including domestic partnerships, polyamorous families and individuals, chosen family, platonic co-parents, and multigenerational families), genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment conviction record, credit history, unemployment status, caregiver status, salary history, or any other characteristic protected by law.