



NATIONAL COUNCIL OF  
JUVENILE AND FAMILY COURT JUDGES

WWW.NCJFCJ.ORG

## **POSITION ANNOUNCEMENT** **Reno, NV**

**CHALLENGING AND REWARDING OPPORTUNITY TO MAKE A DIFFERENCE IN  
JUVENILE AND FAMILY COURT SYSTEMS**

### **Program Attorney – Legal Researcher and Writer**

**Application Deadline: Open Until Filled**

**Starting Salary Range: \$62,000-\$77,000 per annum, DOE**

**FLSA Status: Exempt**

The National Council of Juvenile and Family Court Judges (NCJFCJ), a national non-profit organization headquartered in Reno, Nevada, is seeking to fill the position of **Program Attorney – Legal Researcher and Writer**. This position will build on the exceptional 86-year record of improving courts and systems practice and raising awareness of the core issues that touch the lives of many of our nation's children and families. As a leader in continuing education opportunities, research, publication development, technical assistance, and policy development in the field of juvenile and family justice, the NCJFCJ is unique in providing practice-based resources to jurisdictions and communities nationwide. For an overview of the NCJFCJ's major initiatives, please go to [www.ncjfcj.org/about](http://www.ncjfcj.org/about).

The mission of the NCJFCJ is to provide all judges, courts, and related agencies and practitioners involved with juvenile, family, and domestic violence cases with the knowledge and skills to improve the lives of the families and children who seek justice. The NCJFCJ values team members who are independent, creative, tenacious, resourceful, dependable, and passionate about their work. NCJFCJ team members work collaboratively in a collegial setting to achieve this mission.

The Family Violence and Domestic Relations program's multi-disciplinary and highly dedicated team focuses its work on improving the way courts, law enforcement agencies, and others respond to family violence while recognizing the legal, cultural, and psychological dynamics involved with the ultimate goal of improving the lives of domestic violence victims and their children.

The ideal candidate for the **Program Attorney – Legal Researcher and Writer** position will demonstrate exceptionally clear writing, editing, communication, and interpersonal skills as well as deep knowledge of the dynamics of domestic violence and related domestic violence laws pertaining to: (1) the issuance and enforcement of protection orders, full faith and credit, and firearms; (2) child custody, visitation, and support issues in family courts; and/or (3) the co-occurrence of domestic violence and child maltreatment issues that arise in dependency courts. **This position does not engage in the practice of law or provide legal representation.** Rather, it provides training and technical assistance for grant-funded programs, which means

independently and efficiently conducting legal and policy research, responding to judicial and court inquiries regarding legislation and best practices, developing curriculum segments for judges and court stakeholders, and collaborating to conceive, research, and write a variety of products to inform judicial practice as it impacts families experiencing domestic violence. Additionally, this position is responsible for conducting legal research and analysis on domestic violence policies, laws, and procedures and the implementation of the same, and produces technical assistance briefs, updates, reports, tip sheets, fact sheets, podcast scripts, and bench cards based on the research and analysis. It also serves to provide leadership in the initiation, maintenance, and completion of program activities; and researches, conceptualizes, and develops ideas and curricula for trainings, workshops, presentations, webinars, and conferences related to the provision of program activities.

*The key desirable and preferred requirements for this position include:*

- Juris Doctorate degree from an ABA accredited law school
- Two years of experience in the area of domestic violence law
- Deep commitment to racial equity and access to justice
- Experience coordinating with teammates, program partners, and consultants in developing and implementing curriculum for adult learners
- Skilled at delivering up-to-date legal and policy research in a timely and efficient manner
- Familiarity with updating legislative publications and providing research and writing support for workshops and training sessions
- Ability to independently develop written products, cultivate stakeholder interest and involvement, and revise in response to expert feedback
- A demonstrated ability to balance multiple projects and priorities, communicate about progress, and meet deadlines
- Strong PC-based computer skills
- Effective communication skills, both verbally and in writing
- Some travel and evening/weekend/holiday work is required
- A passion for working in a non-profit, grant-funded environment

**The Program Attorney – Legal Researcher and Writer position is located in Reno, Nevada.** Reno, the largest city in Northern Nevada, is nestled on the eastern slope of the Sierra Nevada Mountains and provides unlimited indoor and outdoor recreational activities. Spectacular Lake Tahoe and the world's largest concentration of ski facilities are all within a fifty-mile radius. Biking, camping, fishing, and mountain climbing are all activities Reno residents and visitors enjoy. For more information, please visit [washoecounty.gov](http://washoecounty.gov).

The successful candidate for this position must be able to travel to and relocate to Reno, Nevada. The NCJFCJ is not able to provide reimbursement for interview travel or relocation expenses.

We are proud to invest in you and offer these special benefits to our team members:

- 13 paid holidays
- 403(b) retirement savings plan, with a 4% employer match
- Comprehensive insurance coverage, including medical, dental, and vision with 75% of the employee's premium paid by the NCJFCJ
- Term life insurance provided by NCJFCJ
- Strategic flexibility allowing for work/life balance

- 10 hours of annual leave per month/8 hours of sick leave per month
- Adjunct faculty status with the University of Nevada, Reno
- Education stipend/professional development opportunities
- Career longevity incentives (e.g., service awards and a deferred compensation plan)

If you are a dynamic and professional individual who appreciates demanding yet gratifying work, gets along well in a team environment, and is committed to getting the job done, we invite you to submit your completed application materials as outlined below.

**FOR FULL CONSIDERATION, applicants must submit the following:**

- Tailored Letter of Interest
- Résumé or CV
- Writing Sample (not to exceed 10 pages and demonstrating the applicant's knowledge of the dynamics of domestic violence and related domestic violence laws; because this position does not engage in the practice of law, a law review or journal article, policy paper, or newsletter/magazine article is preferred over a legal brief or memorandum)

*~ NCJFCJ is proud to be an Equal Opportunity Employer ~*

# NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

## ***PROGRAM ATTORNEY***

<b>Job Data</b>	<p><b>Pay Grade: PR03</b>  <b>FLSA Status: Exempt</b>  <b>Reports To: Program Director</b>  <b>Date: December 8, 2021</b></p>
<b>Job Summary</b>	<p>The Program Attorney will demonstrate superior knowledge of juvenile, family, or tribal law in relation to domestic violence; custody and visitation; child abuse; child support; protection orders; the co-occurrence of domestic violence and child maltreatment; dependency; delinquency; and the intersection with juvenile and family courts. This position will conduct legal research and analysis; draft and implement curriculum for adult learners; and provide legal perspective and expertise in assigned areas of juvenile justice and family law issues as requested. Heavy emphasis placed on effective research, writing, group facilitation, and public speaking.</p>
<p><b><i>In the performance of their respective tasks and duties, all team members are expected to practice and apply the following principles:</i></b></p> <ul style="list-style-type: none"> <li>• Grasp broad overview of NCJFCJ and develop working knowledge of its programs and services</li> <li>• Follow organizational and departmental policies, procedures, protocols, and systems</li> <li>• Perform quality work, with or without direct supervision</li> <li>• Interact professionally and respectfully with all colleagues, members of the organization, public and private officials, faculty, partners, suppliers, local communities, and the general public</li> <li>• Work collaboratively and effectively with all members of the organization, whether as a team player, team leader, or individual contributor</li> <li>• Work independently while understanding the necessity for communicating and coordinating work efforts with managers, team members, and other organizations</li> <li>• Meet professional and work obligations through efficient work habits by meeting deadlines, honoring schedules, and coordinating resources in an effective and timely manner</li> <li>• Be self-motivated and highly responsive to individuals, colleagues, members, and the organization</li> <li>• Demonstrate independent decision-making, problem-solving, creative thinking, and analytical skills</li> <li>• Approach work with a positive attitude, sense of humor, and energy</li> <li>• Willingness to continuously learn and be flexible</li> <li>• Use discretion in managing sensitive, proprietary, or confidential information</li> <li>• Be responsible stewards of the organization's resources</li> </ul>	
<p><b>The following generally describes the essential functions, minimum education, experience, knowledge, skills, and abilities required to enter the job and to perform the responsibilities and duties of this position.</b></p>	
<b>Essential Functions Required</b>	<p><b>Essential functions and responsibilities may include, but are not limited to, the following:</b></p> <ul style="list-style-type: none"> <li>• Respond to requests and provide professional assistance to judges, advocates, attorneys, court personnel, other professionals, and the general public</li> <li>• Draft curriculum for adult learners</li> <li>• Implement curriculum (identify faculty, attend trainings, make onsite adjustments as needed, audit trainings, and revise curriculum as needed for future use)</li> <li>• Provide written resources and materials as assigned</li> <li>• Timely fulfillment of grant obligations such as project completion, recordkeeping, and generation of reports</li> <li>• May be required to establish and/or maintain organization Web sites and relative information</li> <li>• Other duties as assigned*</li> </ul>

## JOB DESCRIPTION PROGRAM ATTORNEY

<p><b>Education and Work Experience</b></p>	<ul style="list-style-type: none"> <li>• Juris Doctorate from an ABA-accredited law school</li> <li>• Two years' experience in child welfare, domestic violence, juvenile justice, family or tribal law; or</li> <li>• Equivalent combination of training, education, and experience in a relevant field</li> <li>• Background in adult education preferred</li> <li>• Passion or preference for working in a non-profit or grant-funded environment</li> </ul>
<p><b>Knowledge, Skills, and Abilities</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated expertise in specialized areas relating to the fields of juvenile justice and family or tribal law</li> <li>• Knowledgeable in principles of adult educations</li> <li>• Ability to draft and implement curriculum for adult learners</li> <li>• Knowledgeable in legal research techniques</li> <li>• Ability to provide research and information in a timely, effective, and efficient manner</li> <li>• Ability to accurately update legislative publications and provide technical support for workshops and training sessions</li> <li>• Strong PC-based computer skills and proficiency utilizing various software such as Microsoft Office 2007 or 2010 (Word, Access, Excel, PowerPoint), Adobe Professional, Membersuite Database or other database management programs, design programs, and Westlaw</li> <li>• Ability to manage files and maintain records in compliance with recordkeeping policies</li> <li>• Strong, effective communication skills, both verbally and in writing, with emphasis on public policy, law, adult educations, and the social aspects of juvenile justice administration</li> <li>• Ability to plan and carry work through to completion with accuracy and with strong emphasis on attention to detail</li> <li>• Able to comfortably manage multiple tasks and projects utilizing time management and organization skills</li> <li>• Knowledge of proper telephone and email practices and etiquette</li> </ul>
<p><b>Physical Demands</b></p>	<ul style="list-style-type: none"> <li>• Extended periods of sitting</li> <li>• Extended use of desktop/laptop computer and peripheral equipment</li> <li>• Read and analyze fine print for extended periods</li> <li>• Occasional stooping, standing, carrying</li> <li>• Occasional lifting up to 50 lbs. (with assistance)</li> </ul> <p><b>The physical demands of this position are representative of those that must be met in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</b></p>
<p><b>Work Environment</b></p>	<ul style="list-style-type: none"> <li>• Fast-paced, high-pressure, professional office environment</li> <li>• Evening, weekend, holiday, and overtime work is required</li> <li>• Frequent travel, locally and nationally, is required</li> </ul>

***\*The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties, and skills required of employees so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of the National Council of Juvenile and Family Court Judges. Furthermore, they do not establish a contract or implied contract for employment.***

**NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES  
POSITION SPECIFICATIONS  
ADDENDUM**

***PROGRAM ATTORNEY - LEGAL RESEARCHER AND WRITER***

<b><i>Job Data</i></b>	<p><b>Pay Grade:</b> PRO3</p> <p><b>FLSA Status:</b> Exempt</p> <p><b>Reports To:</b> Program Director, Family Violence and Domestic Relations</p> <p><b>Date:</b> October 25, 2023</p>
<b><i>Purpose of Addendum</i></b>	<p>This position description addendum outlines the characteristics that may be unique to the Family Violence and Domestic Relations program. This addendum includes those projects, duties, and roles of the position that may not be included within the context of the formal job description for the position held by this incumbent.</p>
<b><i>Specific Position Functions</i></b>	<ul style="list-style-type: none"> <li>• Provide training and technical assistance for grant-funded programs, independently and efficiently conducting legal and policy research;</li> <li>• Respond to judicial and court inquiries regarding legislation and best practices;</li> <li>• Develop curriculum segments for judges and court stakeholders;</li> <li>• Collaborate to conceive, research, and write a variety of products to inform judicial practice as it impacts families experiencing domestic violence;</li> <li>• Conduct legal research and analysis on domestic violence policies, laws, and procedures and the implementation of these;</li> <li>• Produce technical assistance briefs, updates, reports, tip sheets, fact sheets, podcast scripts, and bench cards based on the research and analysis;</li> <li>• Provide leadership in the initiation, maintenance, and completion of program activities; and</li> <li>• Research, conceptualize, and develops ideas and curricula for trainings, workshops, presentations, webinars, and conferences related to the provision of program activities.</li> </ul>
<b><i>Additional Education or Experience Requirements</i></b>	<ul style="list-style-type: none"> <li>• This position requires exceptionally clear writing, editing, communication, and interpersonal skills and a deep knowledge of the dynamics of domestic violence and related domestic violence laws pertaining to: (1) the issuance and enforcement of protection orders, full faith and credit, and firearms; (2) child custody, visitation, and support issues in family courts; and/or (3) the co-occurrence of domestic violence and child maltreatment issues that arise in dependency courts.</li> </ul>
<b><i>Additional Comments</i></b>	<ul style="list-style-type: none"> <li>• <b>This position does not engage in the practice of law or provide legal representation.</b></li> </ul>