



## Volunteer Legal Services of Central Texas Job Description

**Job Title:** Family Law Staff Attorney

**Date:** April 2026

**Reports to:** Director of Family Legal Services

**FLSA Status:** Full Time, Non-Exempt

**Location:** Austin, TX

### About VLS

Mission: To help low-income clients access the civil justice system by providing volunteer attorneys who donate free legal advice and representation, and by supporting and training those attorneys.

Vision: Poverty is not a barrier to justice.

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### General Summary

Volunteer Legal Services seeks to add an enthusiastic, mission-driven attorney to our Family Law Team. The full-time staff attorney will focus primarily on family law cases, including divorce, child custody and support, and cases with family violence. The staff attorney will work with pro bono attorneys and staff to provide legal assistance to eligible clients and assist with community outreach and education.

### Essential Responsibilities and Duties

- Practice civil law for eligible clients in accordance with the Texas Disciplinary Rules of Professional Conduct and consistent with office standards of practice. This will include handling a case load, as well as working with the Legal Services Team to run weekly legal advice clinics (remote and in-person) as appropriate and directed by the Director of Legal Services;
- Intake and staff cases, and assist in placement of cases with attorney volunteers. Identify mediators and attorneys ad litem for VLS cases. Assist in the recruitment of attorney volunteers for particular programs or projects as directed by the Director of Legal Services and in collaboration with the Director of Pro Bono Services.
- Provide advice and counsel to attorney volunteers handling pro bono cases, including but not limited to assistance with pleadings, research, case strategy, and court support when appropriate;
- Provide trauma-informed support, counsel, and resources to survivors of trauma and family violence. Advise and support volunteer attorneys who take on cases for survivors of family violence.
- Supervise and/or work with legal paraprofessionals and/or law students/VLS legal fellows as assigned;

- Commensurate with experience, consult, guide and answer questions of other staff members;
- Keep current on the state of the law and procedures within areas of law impacting applicants, clients, and the pro bono attorneys that volunteer through VLS;
- Conduct informal and formal training seminars for attorney volunteers on common poverty law and family law practice areas as needed;
- Participate in other activities related to poverty law, including publication, permissible legislative and rulemaking activities, media relations in accordance with VLS policy and applicable laws and regulations, in consultation with the Director of Legal Services;
- Participate in community legal education as directed by the Director of Legal Services. Prepare educational materials and/or make public presentations on relevant topics as assigned and participate in VLS outreach efforts;
- Fulfill all requirements necessary to remain in good standing with the State Bar of Texas and the Texas Supreme Court, including but not limited to, compliance with the minimum requirements for Continuing Legal Education;
- Comply with all case reporting and grant requirements, including case activities, legislative and rulemaking, community education presentations, etc.;
- Maintain relationships with other programs and agencies as requested by the Director of Legal Services, including, but not limited to, attending meetings of such programs and/or agencies; and
- Other duties as assigned.

### **Knowledge, Skills and Experience**

#### *Required*

- Doctor of Jurisprudence, licensed to practice in Texas.
- Minimum of 3 years' family law or litigation experience, or experience commensurate.
- Demonstrated commitment to pro bono legal services.
- Excellent analytical and organizational skills.
- Strong and effective oral and written communication.
- Demonstrated proficiency in computer applications of Microsoft Office, particularly Word and Excel, as well as experience using legal cases management database.

#### *Preferred*

- Spanish proficiency.
- Pro bono experience.
- Experience working with diverse and/or marginalized communities.
- Non-profit organization work experience.
- Training on holistic and trauma-informed advocacy and representation.

### **Physical Requirements and Work Environment**

The Family Law Staff Attorney will be expected to have daily transportation to attend VLS events as necessary. The Family Law Staff Attorney will spend most of their time in an office that could involve intermittent physical activities including bending, reaching, sitting, and walking during business hours. Additionally, it is anticipated that the person may spend several hours of each day seated at a computer. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.