



## **CRIMINAL RECORD RELIEF ATTORNEY**

The James B. Moran Center for Youth Advocacy's Criminal Record Relief Attorney delivers all legal programming related to providing criminal record relief, including Expungement/Sealing, Certificates of Rehabilitation, Licensure Waivers, Gubernatorial Clemency/Commutation, etc. The Criminal Record Relief Attorney reports to the Director of Legal Services.

### **DUTIES & RESPONSIBILITIES:**

#### ***Delivers legal services:***

- Provides direct legal representation to Moran Center clients and pro se assistance in petitioning for criminal record relief;
- Delivers other direct legal services in other practice areas, as required, including the Moran Center's Youth/Emerging Adult Criminal Defense Practice;
- Manages outcome data in collaboration with the Program Support Analyst;
- Creates and maintains legal case filing system;

#### ***Leads efforts in educating community members about criminal record relief:***

- Provides informational presentations and/or trainings on various topics including expungement, how criminal histories affect employment and education opportunities, "Know Your Rights" presentations, etc.;
- Identifies legal issues within the community that require systemic reforms;
- Coordinates with the Director of Legal Services to identify opportunities for legal collaboration with other agencies and growth within the organization; and
- Represents the Moran Center at various community meetings, functions etc., as needed.

#### ***Other duties:***

- Recruit, train, and supervise pro bono attorneys, fellows, law clerks, and interns; and
- Partner with the Moran Center's Development & Communications staff, sharing client impact and/or assisting in developing grant or funding opportunities to strengthen staffing and legal services.

## MINIMUM QUALIFICATIONS:

- Requires a J. D. from an accredited law school and admission to the Illinois Bar.

## KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of the principles of criminal practice;
- Skill in litigation and trial advocacy;
- Skill in conducting legal research;
- Skill in legal writing;
- Skill in analytical problem solving;
- Skill in decision making in adversarial circumstances;
- Outstanding communications skills, written and oral;
- Ability to multitask while maintaining vigilant attention to details;
- Demonstrated commitment to social justice;
- Understanding of and commitment to the Moran Center's work and mission;
- Comfort with ambiguity and a good sense of humor; and
- Ability to work well in a fast-paced, highly collaborative and interactive office.

## SALARY-BENEFITS:

- \$57,000 – \$80,000 annualized salary based on experience;
- Benefits for the full-time position include healthcare, flexible spending account for qualified expenditures, including for health care and childcare, retirement savings plan, generous paid leave (vacation, sick, and holidays), and loan forgiveness eligibility;
- Supportive, team-based environment and commitment to ongoing professional development.

Please email a cover letter and resume to Shirley Kuzmanic-Galan at [shirley@moran-center.org](mailto:shirley@moran-center.org).

*The Moran Center will continue accepting applications for the position until filled.*

If you need any accommodations during the application process, please request them by contacting Shirley Kuzmanic-Galan at [shirley@moran-center.org](mailto:shirley@moran-center.org) or 847.492.1410.

**The Moran Center is an Equal Opportunity Employer: People of color, women, persons with disabilities, the elderly, gay, lesbian, bisexual and transgender, and Veterans are welcomed and encouraged to apply.**