**JOB DESCRIPTION: Sexual Violence Cases Staff Attorney**

**Full Time/Exempt**

**General Responsibilities**

Under the supervision and direction of the Director of Legal Services of Crime Victim Center (CVC), the Sexual Violence Cases Staff Attorney is responsible for providing legal representation in civil legal proceedings for those who have experienced sexual violence. This will include but not be limited to: Orders of Protection; family law matters; landlord-tenant matters; small claims; name changes.

**Position Overview:**

The position requires that the SVC Attorney be licensed and in good standing with the Missouri Bar. The ideal candidate will have experience in trauma-informed practices, but candidates with willingness to learn these practices will be considered. This position will require a candidate who is survivor-centered in their representation and who is open to serving sexual violence survivors of all gender identities, racial identities, and abilities. The SVC attorney must be willing to work with non-English speakers.

The SVC attorney will work closely with CVC advocacy staff to ensure that all survivors receive wrap-around support as they proceed through the legal system. The SVC attorney will focus their caseload and the development of their expertise on working with survivors of sexual violence in various contexts, including stranger assault, acquaintance assault, and intimate partner assault.

Recent graduates are encouraged to apply. While prior litigation experience is ideal, it is not necessary.

**Location/Work Environment:**

This position is a hybrid position of remote work combined with office time at the CVC main office at 539 N. Grand, St Louis MO 63103. The SVC Attorney’s in-office time will be determined by team scheduling and court obligations, but the SVC Attorney should expect to be in the main office at least once per week. Counties that will be served by this attorney include St. Louis City and St. Louis, Jefferson, Franklin, Washington, and Warren counties. Candidate must provide own form of transportation and have a valid driver’s license.

Crime Victim Center is dedicated to growing and retaining staff. We are proud to have many staff members who have remained with the agency for 10 years or more. CVC fosters a work environment that promotes self-care and healthy work-life boundaries for employees. While case preparation may, on occasion, require extra hours, the goal for this position is a 37.5-40 hour work week.

**Duration of Position:**

This position is funded by the Office of Violence Against Women-Legal Assistance Program. This is a grant position with the current grant term to last until September 30, 2026. CVC will request the extension of this funding to begin on October 1, 2026. Start date to be determined between successful candidate and the Director of Legal Services but preferably within 30 days of hire.

***Fringe Benefits***

* PTO with accrual of 4 weeks during first year
* Health/dental/vision insurance, life insurance, disability insurance
* Mileage and parking reimbursement
* Office supplies for home office will be provided including computer/printer
* Eligible for Public Service Loan Forgiveness program
* Missouri Bar dues and CLE (up to 15 hours/year) paid by CVC
* Training opportunities provided and paid for as approved by the Director of Legal Services. This may involve overnight travel on rare occasions.

***To Apply:*** Please forward a cover letter and resume to Katherine Wessling, Director of Legal Services at [katie@supportvictims.org](mailto:katie@supportvictims.org). Please use the subject header “SVC Attorney Position.” We will begin considering applications on December 1, 2023, and the application period will remain open until the position is filled.