LEGAL AID
OF NORTH CAROLINA

Position Announcement

We are excited to announce a job opportunity for the position of **Staff Attorney** at the Central Intake Unit of Legal Aid of North Carolina.

Position Title: Staff Attorney
Employment Type: Full-Time, Exempt
Location: Central Intake Unit, Raleigh, North Carolina

Application Deadline: Rolling, apply by December 2, 2026 for priority consideration

About us: Legal Aid of North Carolina is a statewide, nonprofit law firm that provides free legal services in civil matters to low-income people to ensure equal access to justice and to remove legal barriers to economic opportunity. Legal Aid is an innovative, creative, progressive, and efficient civil legal service provider to the poor, working towards an inclusive justice system of equal access. All voices are valued, heard, and respected.

Who we are looking for: Legal Aid seeks a full-time Staff Attorney to work in the Central Intake Unit (CIU) in Raleigh, which handles statewide intake of applications for civil legal assistance and provides free assistance to qualified applicants. This individual will be dedicated and passionate about serving LANC's clients and must hold a current license to practice law in North Carolina or have a pending comity/transfer application.

Staff attorneys at CIU review the eligibility information gathered by the intake specialist, elicit necessary facts to evaluate the legal issues, and determine the level of services that LANC can provide. CIU attorneys should be able to communicate with clarity both verbally and in writing. The attorney must be able to reduce complex legal terms to simple terms. This position does not involve litigation – cases in which extended services are necessary are referred to the local Legal Aid program.

Why this role matters: CIU Staff Attorneys conduct the first-line assessment of cases, provide initial advice to clients, and help ensure that cases assigned to local offices can be accurately and timely tackled by other staff. Strong work at the intake stage helps us serve clients better.

What you will do: The Staff Attorney will:

- Manage a significant caseload and maintain organizational practices to avoid delays in contacting clients.
- Promptly interview assigned clients, assess the merits of their claims, and determine the level of service LANC can provide.
- Provide advice, including written materials and referrals to community or government resources.

- Potentially provide brief services on behalf of clients.
- Record all information obtained during the interview and case assessment in the Legal File Management Program LANC uses (currently LegalServer).
- Develop expertise in all of LANC's areas of practice and have excellent interviewing skills.
- Acquire and maintain up-to-date knowledge of LANC policies and LSC requirements and comply with all requirements for the management of cases.

What you will bring to Legal Aid of North Carolina:

- J.D. degree
- Admission to practice law in the State of North Carolina or pending comity/transfer application
- No pending North Carolina State Bar disciplinary proceedings.
- A passion to serve low-income clients.
- A commitment to the mission and values of Legal Aid of North Carolina.
- Excellent communication skills.
- Strong writing skills.
- Excellent case management skills.
- Ability to work independently and in a team.
- Self-motivated with the proven ability to set goals and meet self-imposed and external deadlines.
- Prior legal services experience is a plus.
- Spanish fluency or other bilingual skills are a plus.

What we offer:

- **Annual Salary:** The salary is competitive and will be commensurate with the candidate's competencies and experience
- **Health Benefits:** Comprehensive medical, dental, and vision coverage
- **Retirement Plan:** 401(k) plan with a discretionary employer contribution
- **Flexible Work Environment:** Promoting work-life balance and employee well-being
- **Paid Leave:** Generous paid time off and holidays
- **Paid Parental Leave:** Up to 12 weeks of paid leave for eligible employees
- **Insurance Coverage:** Employer-paid life insurance and disability insurance
- **Employee Assistance Program (EAP):** Confidential counseling and support services
- **Professional Development:** Opportunities for ongoing learning and growth
- **Loan Repayment Assistance:** Support for eligible attorneys repaying qualifying student loans

How to apply:

Legal Aid of North Carolina believes all our professionals bring unique approaches and ideas to solving problems and advancing our mission.

If this is the work environment you would like to join, we invite you to apply for this wonderful opportunity. Please submit a cover letter, resume, and contact information for three references with the subject line "**Central Intake Unit Staff Attorney**" and the posting number: **202611-487** to: jobs@legalaidnc.org.

Professional reference checks and a pre-employment background check will be conducted as a condition of employment.

Equal Opportunity Employer

Legal Aid of North Carolina is an equal opportunity employer. We welcome all qualified applicants and make employment decisions based on experience, qualifications, and organizational needs.