

**The Pennsylvania Innocence Project**  
**Job Description**  
Staff Attorney

**Pa. IP Mission:** The Pennsylvania Innocence Project is a public interest law firm organized as a non-profit corporation. We are dedicated to exonerating those who have been convicted of crimes they did not commit, and preventing innocent people from being convicted.

**Position Overview:** The Staff Attorney will work with, and be supervised by, the Executive Director, Legal Director, and Managing Attorney of the Project's Pittsburgh Office ("Supervisors"). The Staff Attorney will take part in the investigation and litigation of cases at the trial and appellate levels. The Staff Attorney will assist his/her Supervisors with supervision of law students enrolled in clinical programs with the Pennsylvania Innocence Project. Some travel and evening and weekend work is required. The Staff Attorney will be based in the Philadelphia office, but will support case work throughout Pennsylvania. The position will be available in August/September 2018.

**Qualifications:** Successful candidates will have a minimum 2 years' legal experience, but between 5-7 years of experience is preferred. Candidates should have a background in criminal law and/or complex civil litigation; appellate experience is a plus. Candidates with a civil litigation background will preferably have experience working with incarcerated individuals and with conducting witness interviews. Pennsylvania bar membership in good standing is required.

**Applications:** Interested applicants should send a cover letter and resumé to Marissa Bluestine's attention by electronic mail – [innocenceprojectpa@temple.edu](mailto:innocenceprojectpa@temple.edu).

**Specific Responsibilities:**

1. **Litigation, Investigation, and Case Load:** Identify, locate, and interview witnesses; draft and file briefs; communicate with co-counsel; attend court appearances; and visit clients in prison. Some travel is required (between two to ten days per month, usually non-consecutive).
2. **Volunteer Management and Supervision:** Take responsibility for managing volunteer schedules, training volunteer lawyers and law students, answering questions from volunteers, and reviewing volunteer work product.
3. **Case Review and Development:** Review and track cases as they proceed through the Project's assessment process.
4. **Law School Internship/Clinical Involvement:** Assist Supervisors in supervising interns, including coordinating their schedules and caseloads and reviewing summer internship applications.
5. **Public Education:** Put together and present continuing legal education programs on topics related to wrongful convictions.

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