

**The Pennsylvania Innocence Project**  
**Job Description**  
Managing Attorney- Pittsburgh Office

**PaIP 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 Project, with offices in Center City Philadelphia, is hosted by Temple University Beasley School of Law. The volume and geographic distribution of cases establishes the need for a satellite office in Pittsburgh. The deans of Duquesne and University of Pittsburgh Law Schools have invited the Project to duplicate our clinical training program in Pittsburgh. The Managing Attorney will be responsible for teaching the clinical program for Duquesne and University of Pittsburgh law students and supervise volunteer lawyers and law students in evaluating cases. In addition the Managing Attorney will be responsible for all case development and litigation ( at the trial court and appellate level) primarily in the western part of Pennsylvania. The Managing Attorney will be located at Duquesne Law School will report on substantive matters to the Legal Director in Philadelphia and administratively to the Executive Director in Philadelphia.

**Specific Responsibilities:** The responsibilities set out below mirror those performed by the staff of the Project at Temple in Philadelphia. The allocation of responsibility for individual matters between Philadelphia and Pittsburgh offices will be decided upon, among other factors; geography, workloads, specific expertise and, in all instances, will be made by Philadelphia staff.

1. **Litigation, Investigation and Case Load:** Manage Project's litigation docket; serve as Project counsel of record in litigation, working with co-counsel; draft and file briefs; handle court appearances including motions arguments, appellate arguments, evidentiary hearings, and status conferences; investigate witnesses; identify and work with expert witnesses; meet with clients in prison. Some travel is required (between two to ten days per month, usually non-consecutive).
2. **Volunteer Management and Supervision:** Supervise and train volunteer lawyers, law students, and undergraduate students who are assisting the Project. Coordinate case assignments for all volunteers.
3. **Case Review and Development:** Review and track cases as they proceed through the PaIP assessment process. Make recommendations as to whether cases should close or move forward in the process. Work with students to prepare cases for review by the PaIP Case Review Committee.
4. **Law School Internship/Clinical Involvement:** Serve as primary professor for the Duquesne and University of Pittsburgh clinical program. Assign cases, train, and

supervise students; receive, review, and coordinate interviews for summer internship applications. Serve as supporting supervisor with Legal Director of all summer interns.

5. **Educational Programming:** Present on topics related to wrongful convictions at CLEs and area universities.

**Compensation and Benefits:** Competitive with other legal non-profits.

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