

**Assistant Director of Litigation & Advocacy
December 16, 2021**

EXTERNAL AND INTERNAL POSTING

ANY LEGAL ACTION OFFICE LOCATION

FLEX WORK AVAILABLE

SUMMARY: Legal Action of Wisconsin (Legal Action) has an exciting leadership position opening for an experienced and energetic attorney to serve as an Assistant Director of Litigation and Advocacy. Working with a Director of Litigation and Advocacy, another Assistant Director of Litigation and Advocacy, a Director of Racial Justice Litigation and Advocacy, and Priority Coordinators, Managing Attorneys, Project and Assistant Project Directors, Staff Attorneys, Paralegals, and support staff, the Assistant Director of Litigation and Advocacy will help build, grow, and direct the firm's strategic and impact litigation and advocacy to effectively address the civil legal problems of individuals and communities who live in poverty.

LEGAL ACTION OF WISCONSIN: We are a large and vibrant non-profit law firm funded by the Legal Services Corporation, the Wisconsin Trust Account Foundation, the Wisconsin Department of Corrections, Victim of Crime Act funding, the Wisconsin Equal Justice Fund, and many other sources. Each year, we provide free legal aid to about 10,000 - 14,000 low-income persons in Wisconsin's southern 39 counties. We have offices in Milwaukee, Madison, Racine, Oshkosh, Green Bay, and La Crosse. In addition, the firm operates a statewide Farmworker Project and a statewide Legal Aid to Human Trafficking Victims Project. Most of our work is in the areas of housing, public benefits, removing barriers to employment, consumer, family, and victim rights law. Legal Action attorneys specialize in specific areas of law though they may be called upon to work in multiple areas. They provide high-quality and aggressive representation, maintain a direct service caseload of individual clients, and contribute to the firm's impact advocacy, including its law reform litigation.

Legal Action believes that equal justice under law can only be achieved through the collaboration of a diverse staff. We strongly encourage applications from women, people of color, people who identify as LGBTQIA, people with disabilities, and people with life experiences or educational backgrounds that add to the firm's diversity and our capacity to provide high-quality legal aid.

FLEX WORK: Legal Action allows flexibility in work schedules and office location, though some in-person time is needed. We encourage candidates to discuss their preferences in their application materials.

HEALTH AND SAFETY: To protect the health and safety of our clients, our community, and our workforce, Legal Action requires all employees, interns and clerks, and in-office volunteers to be fully

vaccinated (including boosters) with an FDA-approved COVID-19 vaccine. Requests for religious or health exemptions are allowed. In addition, all persons in Legal Action offices are currently required to properly wear face masks anytime they are not alone in a closed-door room and all Legal Action offices have scattered scheduling and limits on the number of persons in offices at any one time.

PRIMARY RESPONSIBILITIES & DUTIES: This is a managerial position. The duties connected with it may change with the sources and nature of Legal Action's funding.

Working with the Director of Litigation and Advocacy, the firm's other Assistant Director of Litigation and Advocacy, the Director of Racial Justice Litigation and Advocacy, other managers, and staff attorneys, paralegals, and support staff the Assistant Director of Litigation and Advocacy will:

1. Plan and implement the strategic advocacy and litigation vision for the firm.
2. Promote systems for identifying—and carrying out—high-quality, strategic impact litigation, advocacy, and policy advocacy.
3. Mentor attorneys at all levels, teach litigation strategies, and develop Legal Action attorneys' litigation skills and capacity.
4. Work with the Priority Coordinators, Project Directors and Supervisors, the Legislative and Compliance Director, and others to identify, review, and approve new litigation and advocacy.
5. Co-counsel and/or lead litigation teams when appropriate; help coordinate and advise on complex litigation projects, help staff identify and utilize alternative forums for solving legal issues outside of or prior to litigation.
6. Assume certain functions and tasks, such as brief writing or oral argument, where the caseload or other duties of an advocacy team member makes it impossible for them to carry out an original assignment.
7. Keep abreast of relevant new case law across the substantive areas important to Legal Action.
8. Keep abreast of major developments involving legal aid firms, especially those that are LSC-funded, in other states and nationally.
9. Master existing LSC regulations and monitor new regulations.
10. In conjunction with Legal Action's Legislative and Compliance Director, assist in ensuring compliance with LSC regulations especially as they affect impact advocacy and litigation.
11. Work with the firm's Development staff to further grants and donations for litigation and other strategic and systemic advocacy.
12. Increase Legal Action's public role in law development by encouraging attorneys to publish in professional journals (including law reviews) and presenting papers at academic and professional conferences.

REQUIRED QUALIFICATIONS:

1. A minimum of five years of direct litigation experience, including significant involvement in complex federal or state litigation.
2. Experience and comfort with all phases of litigation including discovery, trial strategy, witness preparation, and pre-trial motion practice.
3. Deep knowledge of and experience in at least one area of poverty law.
4. Passion for and commitment to equal justice for low-income people.

5. Commitment to and experience with mentoring and training other attorneys including encouraging a growth mindset in lesser-experienced attorneys.
6. Experience in and commitment to developing effective teams of attorneys.
7. Proven excellence in legal writing.
8. Interest in and skills to support Legal Action's public policy work, describing the potential effects on proposed legislation and regulations when requested by policy makers.
9. Admission to the Wisconsin State Bar.
10. Current Wisconsin driver's license (must be maintained throughout tenure in this position.)

DESIRED QUALIFICATIONS:

1. Bar admissions in neighboring and other states.
2. Experience with jury trials a plus
3. Prior engagement with planning creative and high impact non-litigation advocacy
4. Successful management experience in a legal aid program or a similar organization
5. Interest in developing Legal Action as an expert in critical substantive areas of law through work such as publishing and data collection.

TRAVEL: We estimate monthly in-state travel to Legal Action offices and to priority committee meetings. Out-of-state, overnight travel at least annually is also anticipated.

OFFICE LOCATION: This position may be housed in any Legal Action office. Flex work (remote and/or compressed work week) is described above. We encourage candidates to discuss their preferences in their cover letter. Five of our six offices are newly remodeled. See www.legalaction.org/contact-us for office locations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: This position involves sedentary work, generally sitting at a desk on a computer for an extended period. It also involves exerting up to 10 pounds of force occasionally to lift, carry, push, or otherwise move objects. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, and use hands and fingers to operate a computer and/or laptop keyboard and use a telephone. This job will require close vision while working on a computer monitor. The position involves occasionally driving a motor vehicle while seated for extended periods of time. Occasional reaching, bending, kneeling, and stooping is required to retrieve items. This position works in office environments with moderate noise from phones, printers, and office traffic.

SALARY: This is an Attorney Manager position and the salary for this position is determined by the candidate's number of years of relevant experience in practicing law as set forth in Legal Action's 2021 – 2022 salary administration plan for Attorney Managers. Because Legal Action is phasing-in raises for Attorneys and Attorney Managers in two steps in 2022, the salary for this position will be as follows:

1. From January 1, 2022 through May 31, 2022, an external candidate with five years of relevant experience would earn a salary of \$52,347 and an annual management stipend of at least \$3,500. An external candidate with ten years of relevant experience would earn a salary of \$58,967 and an annual management stipend of at least \$3,500.

2. Beginning on June 1, 2022, an attorney with five years of relevant experience would receive a total salary of \$76,306. An attorney with ten years of relevant experience would receive a total salary of \$85,612.

In addition, our 2021-2022 salary administration plan includes additional pay for those employees who are fluent in Spanish or Hmong and utilize their language skills in performing their work. Legal Action is developing the structure for the language differential now. We are aiming to implement the salary differential in the 2nd quarter of 2022. Salaries, management stipends, and language differential are not negotiable.

FRINGE BENEFITS: Legal Action provides a generous fringe benefits package, including employer-paid health and dental insurance for employees, their spouses, and all eligible dependents. (Some employees are required to contribute to the health insurance premium for their spouse if the spouse has group health insurance provided by their employer.) Legal Action also provides life and long-term disability insurance, a profit-sharing retirement plan, salary deferral options for retirement planning, low-cost employee-paid vision coverage, four weeks of vacation per year four days of personal leave with increasing leave time for long-tenured employees, generous sick leave benefits, and four weeks of paid parental leave for eligible employees.

RELOCATION ALLOWANCE: Relocation assistance is available.

PROBATIONARY PERIOD: This position is subject to a probationary period of up to one year.

GOVERNANCE: This is a management position and the position reports to the Executive Director and the Director of Litigation and Advocacy. The position is governed by the Legal Action of Wisconsin, Inc. Personnel Policies which are subject to unilateral change by the Legal Action Board of Directors. There is no guaranteed period of employment and employment is “at will,” subject to termination at any time.

TO APPLY: All applicants must apply through this portal:

<https://secure.entertimeonline.com/ta/7988.careers?ApplyToJob=419573184>

Application materials must include:

- A cover letter that indicates the candidate’s interest in the position and experience and qualifications.
- Relevant writing sample(s). If the sample was produced through collaboration or as part of a team, please identify portions of the text or text for which you were primarily responsible.
- Statement of your vision for Legal Action’s strategic advocacy and litigation

DEADLINE: Please apply before midnight on Monday, January 17th.

HIRING PROCESS: Deedee Peterson, Executive Director, is the hiring manager. She will convene an interview panel. The panel will interview and rank candidates and will make a hiring recommendation to her. Applicants, application materials, and interview notes will be kept confidential.

Legal Action of Wisconsin is an Equal Opportunity/Affirmative Action Employer