Internal and External Job Announcement

LEGAL SECRETARY — Bilingual Spanish and English
Milwaukee Office

February 10, 2020

Legal Action of Wisconsin, Inc. (LAW) has an opening for a Bilingual legal secretary at its office located at 230 W Wells Street, Suite 800 in Milwaukee, Wisconsin.

LEGAL ACTION OF WISCONSIN, INC: Legal Action of Wisconsin, Inc. is a non-profit organization funded by the federal Legal Services Corporation, the Wisconsin Trust Account Foundation, and other sources. Legal Action provides civil legal services to low-income persons in the southern 39 counties of Wisconsin. To serve its eligible client population, Legal Action maintains full-time offices in Milwaukee, Madison, Racine, Oshkosh, Green Bay, and La Crosse. In addition, Legal Action operates a statewide migrant farmworkers project. Legal Action attorneys have expertise in a range of substantive areas, but the majority of our direct representation is in the areas of housing, income maintenance, and family law. Legal Action attorneys specialize in specific areas of poverty law, maintain a direct service caseload on behalf of individual clients, and engage in law reform litigation and other impact work.

We value a diverse staff and work environment. We strongly encourage applications from women, people of color, people who identify as LGBTQIA+, people with disabilities, and people with life experiences or education that add to our diversity and our capacity to provide high-quality legal aid. We encourage applicants to include a statement about the ways that their unique background and personal, professional, and life experiences contribute to the diversity, cultural vitality, and perspective of our staff and our law firm’s mission along with their other application materials.

MILWAUKEE HEADQUARTERS. The Milwaukee Office is the headquarters for Legal Action of Wisconsin (LAW) currently consists of 38 attorneys, 12 paralegals and 18 other administrative, professional and technical staff members that support LAW operations statewide.

KEY RESPONSIBILITIES
The Legal Secretary’s primary responsibilities are as follows:
- Opening and distributing mail
- Ordering office supplies
- Perform receptionist duties in a professional manner to route telephone calls; Take messages accurately, make proper referrals, and provide information to clients and the general public regarding LAW’s services;

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<thead>
<tr>
<th>Green Bay Office</th>
<th>telephone</th>
<th>toll-free</th>
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<tbody>
<tr>
<td>Brown, Calumet, Door, Kewaunee, Manitowoc and Outagamie Counties</td>
<td>920-432-4645</td>
<td>800-236-1127</td>
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<tr>
<td>La Crosse Office</td>
<td>telephone</td>
<td>toll-free</td>
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<tr>
<td>Buffalo, Crawford, Grant, Jackson, Juneau, La Crosse, Monroe, Richland, Trempealeau and Vernon Counties</td>
<td>608-785-2809</td>
<td>800-473-0927</td>
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<tr>
<td>Madison Office</td>
<td>telephone</td>
<td>toll-free</td>
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<tr>
<td>Columbia, Dane, Dodge, Green, Iowa, Jefferson, Lafayette, Rock and Sauk Counties</td>
<td>608-256-3304</td>
<td>800-362-3904</td>
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<tr>
<td>Migrant Project Statewide</td>
<td>telephone</td>
<td>toll-free</td>
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<tr>
<td>Milwaukee Office</td>
<td>608-256-3304</td>
<td>800-362-3904</td>
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<tr>
<td>Milwaukee and Waukesha Counties</td>
<td>414-278-7722</td>
<td>888-278-0633</td>
</tr>
<tr>
<td>Oshkosh Office</td>
<td>telephone</td>
<td>toll-free</td>
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<tr>
<td>Adams, Fond du Lac, Green Lake, Marquette, Ozaukee, Shiocton, Washington, Waushara and Winnebago Counties</td>
<td>920-233-6521</td>
<td>800-236-1128</td>
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<tr>
<td>Racine Office</td>
<td>telephone</td>
<td>toll-free</td>
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<tr>
<td>Kenosha, Racine and Walworth Counties</td>
<td>262-635-8836</td>
<td>800-242-5840</td>
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KEY RESPONSIBILITIES (continued)
The Legal Secretary’s primary responsibilities are as follows:
- Interact with clients and the general public seeking LAW’s services in person in a professional manner;
- Contact clients as requested by attorney and paralegal staff; Gather necessary information from prospective clients to determine eligibility for LAW’s services;

OTHER DUTIES
May perform other duties as assigned, including but not limited to: filing and docketing cases, answering phones, performing intake interviews; running errands outside of the office; compiling statistical reports; and if licensed, notarizing documents.

JOB REQUIREMENTS
The Legal Secretary’s administrative duties require proficiency with computers including keyboarding skills and knowledge of word processing software such as Excel, Word and WordPerfect. This position performs clerical functions such as filing, processing incoming and outgoing mail, maintaining case files and documents, ordering office supplies, etc. Other duties may include drafting letters and other correspondence, assisting with the preparation of pleadings, briefs, motions, affidavits and other legal documents, opening and docketing cases, and preparing cases as directed by attorney and/or paralegal staff insuring that all essential documents are completed accurately and on schedule.

The Legal Secretary will also be expected to acquire knowledge of LAW services and community resources in order to make appropriate legal and non-legal referrals. Good interpersonal communication skills are required to deal with clients, staff and the general public. The legal secretary must exercise judgment in implementing established policies and procedures and in maintaining orderly client files and maintaining confidentiality of all client information. This position requires effective time management skills due to competing priorities and constant interruptions i.e. phone calls, walk-in clients, package deliveries, etc. The legal secretary must be able to plan, prioritize, organize and accomplish assigned administrative tasks from multiple staff members.

QUALIFICATIONS
Applicants should possess good oral and written communication skills and the ability to work cooperatively with other staff. An ability to fluently speak, read, write and understand Spanish and English, which is spoken by a significant number of eligible clients, is required.

Prior experience performing secretarial and clerical procedures and using systems such as email, word processing, the internet and database systems, multi-line phone systems to answer and direct and respond to incoming client phone calls and provide information.

Applicants will be expected to type accurately at least 45 wpm, net of errors. Applicants without prior legal secretarial experience should be prepared to acquire such skills during the six-month probationary period. Suitable training will be provided but applicants will be expected to demonstrate a sense of reasoning and resources necessary to perform the above job duties.

SALARY AND BENEFITS
The position offers an annual starting salary of $25,000. The experience and qualifications of the candidate will be reviewed and considered when determining their salary.

Legal Action provides a generous fringe benefits package, including employer-paid health and dental insurance for employees and 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
**SALARY AND BENEFITS (continued)**

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, three weeks of vacation per year, four days of personal leave, a generous sick leave benefit, and four weeks of paid parental leave for eligible employees.

**AFSCME COLLECTIVE BARGAINING AGREEMENT AND LEGAL ACTION PERSONNEL POLICIES**

This position is subject to a six-month probationary period. This position is represented for collective bargaining and new employees may voluntarily join Local 1954, AFSCME. Legal Action personnel policies will govern where no provision is covered by the union contract.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

This position involves sedentary work, including sitting at a desk on a computer for an extended period. Exerting up to 10 pounds of force on a regular basis 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. Specific vision abilities required for this job include close vision requirements due to computer work. Drives a motor vehicle while seated for extended periods of time daily. Occasional reaching, bending, kneeling and stooping involved to retrieve various items and materials. This position works in an environmentally-controlled office environment with moderate noise from phones, printers and light office traffic in the LAW office.

**HOW TO APPLY**

Persons interested in applying for this position should prepare a résumé summarizing their work experience and qualifications. The résumé should include a cover letter with salary requirements and list three references familiar with the work of the applicant. Because it may not be possible to interview all applicants, persons applying should submit all relevant information explaining their qualifications. Please specify on your cover letter that you are applying for the **Legal Secretary, Bilingual – English & Spanish Milwaukee Office** position.

Applicants must submit the following application materials:

1. Cover letter;
2. Resume;
3. Names and contact information for three references

Application material can be submitted via email to: milwaukee-secretary-hiring-bilingual@legalaction.org All attached application materials must be submitted via email in PDF.

**DEADLINE**

To assure early consideration, please submit application materials by **Monday, March 2, 2020**.

Legal Action of Wisconsin, Inc. is an Equal Opportunity/Affirmative Action Employer