



ADMINISTRATIVE OFFICE

230 West Wells Street, Room 800, Milwaukee, Wisconsin 53203
www.legalaction.org | tel 414-278-7722 | fax 414-274-3096

PARALEGAL

**Full-time Limited Term Positions available in the following Legal Action locations:
Milwaukee, Madison, Oshkosh, Green Bay and Racine**

Internal/External Posting

June 12, 2020

Legal Action of Wisconsin, Inc. (Legal Action) has applied for multiple sources of funding to expand our services and increase our capacity to meet the COVID-19-related legal needs of low-income people in Wisconsin. We expect the greatest legal needs will be eviction defense, unemployment insurance appeals, bankruptcy, workers' rights, and unpaid wage claims. If funding is secured, we may add paralegals in our Milwaukee, Madison, Oshkosh, Green Bay, or Racine offices for a limited term. The Milwaukee and Madison office paralegal positions are represented for collective bargaining and new employees may voluntarily join the AFSCME (Milwaukee) or United Legal Workers (Madison) union. Applicants should state their office preference(s) in their cover letter. Much of the work may be remote, as not all offices are currently open to the public. We anticipate the term of employment for this position will end **December 31, 2020**.

LEGAL ACTION OF WISCONSIN, INC

With six offices and 128 staff members, LAW is the state's largest civil legal aid firm and the state's largest public interest law firm. LAW is a non-profit law firm serving low-income people in 39 counties of southern Wisconsin. Legal Action also serves farmworkers statewide. Each year, the firm provides legal aid in about 10,000 – 12,000 cases. Our primary practice areas are housing, family, consumer, barriers to employment (restoring or obtaining driver's licenses and occupational licenses and improving inaccurate or misleading criminal background, arrest, or other records), and public benefits. LAW receives funding from numerous sources and donations.

Equal justice under law can only be achieved through the collaboration of a diverse staff. When we utilize our differences, we effect positive change for the communities we serve. We are committed to equitable inclusion across gender, sexual orientation, gender identity, age, ability, sex, religion, economic circumstances, ethnicity, national origin, and culture. We are striving to transcend the construct of race and be an anti-racist law firm. We encourage staff to bring their whole selves to work each day and pledge to celebrate every aspect of who they are.

KEY RESPONSIBILITIES

Suitable training will be provided, but applicants are expected to demonstrate a sense of reasoning and resources that are necessary to perform these duties and responsibilities:

- Conduct initial interviews with potential clients, determine eligibility for services, check for conflicts, gather relevant facts and documents, provide information, advocacy, and/or legal referral as needed.



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- Conduct research for attorneys.
- Attend meetings of staff.
- Support attorneys in their case work, as assigned.
- Participate in and assist with training programs and otherwise become familiar with legal and other issues affecting low-income people.
- Develop and maintain contact with other agencies, professionals, and the community in general regarding client needs.
- Assist with scheduling and appointments for clients and staff.
- Some travel outside the office is required from time to time.
- Maintain orderly client files, in both paper and electronic form.
- Assist with closing files in a timely manner.
- Maintain confidentiality of all client information.
- Collect and enter data needed to meet grant reporting requirements.
- Give presentations to community members and to various agency staff. This may include developing outreach and training materials.
- The paralegal may perform other duties as assigned.

QUALIFICATIONS

- High school diploma required. College degree or comparable experience is preferred.
- Experience in legal or human services field is desired.
- Ability to acquire knowledge of legal issues affecting low-income people in Wisconsin and the procedures and skills necessary to advocate on their behalf.
- Ability to acquire knowledge about various agencies and programs that provide services to low-income people.
- Proven ability to communicate both orally and in writing in a clear, concise, and effective manner.
- Ability to work harmoniously and cooperatively with clients, colleagues, and others.
- Proficiency in MS Word, Excel, and Adobe to prepare and to edit pleadings, forms, and correspondence.
- Experience with data entry and contemporaneous note taking.
- Experience or willingness to learn to work with empathy with vulnerable persons, individuals who are experiencing poverty, and persons experiencing trauma.
- Proven ability to handle and prioritize many pressing matters in various locations is needed.
- Ability to work with a database (electronic case management system) and Office 365 and other Microsoft products.
- Proficiency in web-based research and other web-based activities.
- Ability to travel occasionally.
- An ability to speak Spanish or another language that is spoken by a significant number of eligible clients, such as Hmong, is preferred.



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SALARY, BENEFITS, AND OTHER INFORMATION

Starting salary depends upon experience and qualifications, with a minimum starting salary of \$27,500 per year for an entry level paralegal.

Legal Action of Wisconsin 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 employer. Legal Action of Wisconsin 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 sick leave accrual rate and four weeks of paid parental leave for eligible employees.

Legal Action values a diverse staff and work environment. LAW strongly encourages applications from women, people of color, people who identify as LGBTQIA, people with disabilities, and people with life experiences or education that add to the firm's diversity and our capacity to provide high-quality legal aid. LAW encourages 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 the firm's staff and our law firm's mission along with their other application materials.

This position may be represented for collective bargaining by United Legal Workers (ULW), a unit of the National Organization of Legal Services Workers, UAW 2320, or AFSCME. If the staff person works from LAW's Madison office, the position is governed by the terms and conditions of the collective bargaining agreement between LAW and ULW. If the staff person works from LAW's Milwaukee office, the position is governed by the terms and conditions of the collective bargaining agreement between LAW and AFSCME. Legal Action of Wisconsin's personnel policies will govern where no provision is covered by the collective bargaining agreement. All personnel policies and salaries and benefits are subject to change by Legal Action's Board of Directors.

This position reports to the Managing Attorney of the physical office where the paralegal is located.

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 occasionally. Occasional reaching, bending, kneeling and stooping involved to retrieve various items and materials. If working at a LAW office, the paralegal



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will work in an environmentally-controlled office with moderate noise from phones, printers and light office traffic.

HOW TO APPLY

Persons interested in applying for this position should submit the following items in one PDF file to **Attorney Stacia Conneely** at Paralegal2020Hiring@legalaction.org

- Cover letter summarizing qualifications and interest in the position
- Resume
- Names and contact information for three references
- Optional, but highly encouraged: statement about the ways your 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 and this position.

The Madison Office Managing Attorney is the hiring manager for these positions.

DEADLINE TO APPLY

These positions will be open until filled. We will review applicants on a rolling basis. To assure early consideration, please submit application materials as soon as possible.

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