Legal Action of Wisconsin
INTERNAL/EXTERNAL JOB ANNOUNCEMENT

PARALEGAL
LA CROSSE OFFICE
May 15, 2020

Legal Action of Wisconsin, Inc. seeks a full-time paralegal to work at our La Crosse Office, 205 5th Avenue South, Suite 300, La Crosse, WI.

The position is available immediately.

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 drivers 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:
Training will be provided, but the paralegal will be expected to demonstrate a sense of reasoning and resources necessary to perform the following duties and responsibilities:

• Answering telephones and responding to front desk duties such as routing telephone calls, taking messages, referring and directing callers and others to appropriate community resources, and providing accurate information to potential clients, to clients, and to the general public about Legal Action’s services.
• Under the supervision of an attorney, the paralegal will be an initial point of contact for people seeking our firm’s legal help. The paralegal will conduct an intake interview with a potential client to: determine their eligibility for services and document that eligibility; gather and record information about their legal problem; gather and record personal, financial, and demographic information; and check other Legal Action cases and clients to help determine if a conflict exists.

• As assigned, the paralegal will be supporting attorneys in their case work including: clerical duties such as opening and closing case files, electronic and hard-copy case file maintenance, and preparing correspondence, pleadings, briefs, motions, affidavits and other legal documents. Perform other duties in support of case work as assigned by the office attorneys.

• Maintaining client trust account and office account records.

• Develop and maintain an understanding of other community agencies and programs, professional services, and resources that meet our clients’ needs and that otherwise promote our clients’ interests. Develop and maintain points of contacts with those agencies, programs, and services. Refer people seeking services and current clients to these external resources, when necessary.

• Assist with scheduling and with appointments for clients and volunteer programs and activities.

• Collect and enter data necessary for grant reporting requirements and federal regulations using Legal Action’s client database, timekeeping systems, and other software such as Word, Excel, Teams and SharePoint.

• Perform other duties when they are assigned by the supervisor.

QUALIFICATIONS:
• An ability to speak Spanish or Hmong or another language that is spoken by a significant number of eligible clients is highly desired.
• High school diploma or equivalent is required.
• Associate’s or bachelor’s degree or comparable experience is preferred.
• Experience in a legal or social services field is desired.
• Ability to acquire information about various other agencies or programs providing services to the low-income community.
• Tactful communication skills and the ability to communicate both orally and in writing in a clear and concise manner are required.
• Excellent interpersonal skills are required.
• Ability to work cooperatively with other staff is required.
• Fluency with Microsoft Word is required.
• Familiarity with Excel and other Microsoft products (Office 365) is desired.
• Fluency in using a database is desired.
• Fluency in conducting web-based research and other web-based activities is required.
• Ability to exercise judgment in complying with established policies and procedures, including elements of client confidentiality and case file management, is required.
**SALARY, BENEFITS & OTHER:**
The position will have a minimum starting salary of $27,500. This position currently includes full fringe benefits package with employer-paid premiums of health and dental insurance, a retirement plan, long-term disability and life insurance, and generous paid sick, annual, and personal leave time.

Starting salary depends upon experience and qualifications, with a minimum annual salary of $27,500 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, generous sick leave accrual, and four weeks of paid parental leave for eligible employees.

This position is subject to a probationary period of up to six months. The probationary period may be extended by LAW.

This position is governed by LAW’s personnel policies. All personnel policies and salaries and benefits are subject to change by Legal Action’s Board of Directors.

**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 a 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 submit:
- cover letter summarizing experience and qualifications;
- resume;
- list of three references;
- writing sample, where available;
- 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.

Applicants must e-mail their applications to LaCrosseParalegalHiring@legalaction.org.
All application materials must be sent as PDFs.

**DEADLINE:**
This position will be open until filled but we will review applicants on a rolling basis. To assure early consideration, please submit application materials as soon as possible and no later than **Saturday, June 27, 2020.**

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