ELDER RIGHTS PROJECT (ERP) & VOLUNTEER LAWYERS PROJECT (VLP) INTAKE PARALEGAL
Milwaukee Office
Internal and External Job Announcement

REPOSTED January 21, 2020

Legal Action of Wisconsin, Inc. (LAW) is hiring a full-time paralegal to work for two projects in the Milwaukee office: the Elder Rights Project (ERP) and the Volunteer Lawyers Project (VLP). ERP is funded by a Victims of Crime Act (VOCA) grant to provide civil legal aid to elder abuse victims. The VLP Intake work this position performs is funded by the Internal Revenue Service to represent low income taxpayers in controversies with the IRS. The paralegal’s time will be split between the projects.

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.

KEY 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.
• Conduct research for project attorneys.
• Attend meetings of project 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 older adults and low-income taxpayers.
• 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.
KEY RESPONSIBILITIES (continued)

- Give presentations to community members and to various agency staff. This may include developing outreach and training materials.
- File papers at courthouses, serve papers on parties or other attorneys, and serve subpoenas.
- The paralegal may perform other duties as assigned.

QUALIFICATIONS

- Experience in either investigation or administrative advocacy is preferred, but not required.
- Suitable training will be provided but applicants will be expected to demonstrate a sense of reasoning and resources necessary to perform the above duties.
- An ability to speak Spanish or another language that is spoken by a significant number of eligible clients, such as Hmong, is preferred.
- 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 elderly clients and the procedures and skills necessary to advocate on their behalf.
- Ability to acquire knowledge about various agencies and programs that provide services to elderly clients.
- Effective communication skills and ability to communicate both orally and in writing.
- Ability to work cooperatively with other staff.
- Proficiency in MS Word, Excel, and Adobe to prepare and to edit pleadings, forms, and correspondence.
- Experience with data entry and contemporaneous note taking
- Proficiency in web-based research and other web-based activities.
- Ability to travel occasionally.

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.

This position is subject to a probationary period of up to six months and the period may be extended by the employer. This position is represented for collective bargaining and new employees may voluntarily choose to join Local 1954, AFSCME. This position is governed by the terms and conditions of the collective bargaining agreement between Legal Action of Wisconsin and Local 1954, AFSCME. Legal Action of Wisconsin personnel policies will govern where no provision is covered by the collective bargaining agreement.
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 submit the following items in PDF to Attorney Lauren Hamvas at elderabuse@legalaction.org:

- Cover letter
- 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.

DEADLINE TO APPLY: Tuesday, February 4, 2020 at 5 p.m.

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