POSITION OPENING

MADISON OFFICE

PARALEGAL

INTERNAL AND EXTERNAL JOB ANNOUNCEMENT

January 8, 2020

Legal Action of Wisconsin, Inc. (LAW) has an immediate opening for a full-time paralegal in our Madison office to support the Dane County Eviction Defense Project (EDP) and perform other support work for the office. The paralegal will assist staff and volunteers in representing Dane County residents in eviction proceedings, as well as screen residents for other civil legal problems, such as denial of public benefits or housing assistance, garnishments, and driver’s license suspensions, for possible representation by LAW.

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 and education that add to our diversity and our capacity to provide high-quality legal aid to our clients. 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.

LEGAL ACTION OF WISCONSIN, INC.

Legal Action of Wisconsin, Inc. (LAW) is funded by the Legal Services Corporation (LSC), the Wisconsin Trust Account Foundation (WiSTAF), and several other sources to provide free civil legal aid to low-income persons in 39 southern Wisconsin counties. 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 farmworker project.

MADISON OFFICE

The position is located at our Madison office (744 Williamson Street, Suite 200, Madison, WI). The paralegal will also spend a substantial amount of time at the Dane County Courthouse.

Green Bay Office Brown, Calumet, Door, Kewaunee, Manitowoc and Outagamie Counties
La Crosse Office Buffalo, Crawford, Grant, Jackson, Juneau, La Crosse, Monroe, Richland, Trempealeau and Vernon Counties
Madison Office Columbia, Dane, Dodge, Green, Iowa, Jefferson, Lafayette, Rock and Sauk Counties
Migrant Project Statewide
Milwaukee Office Milwaukee and Waukesha Counties
Oshkosh Office Adams, Fond du Lac, Green Lake, Marquette, Ozaukee, Sheboygan, Washington, Waushara and Winnebago Counties
Racine Office Kenosha, Racine and Walworth Counties

telephone         toll-free
920-432-4645      800-236-1127
608-783-2609      800-873-0927
608-236-3504      800-362-3904
608-236-3504      800-362-3904
414-278-7722      888-278-0633
920-233-0321      800-236-1128
262-635-8836      800-242-5800
**KEY RESPONSIBILITIES:**
The paralegal will be responsible for providing support to the Dane County Eviction Defense Project (EDP) and perform other paralegal work in the Madison office.

1. The paralegal will assist the EDP staff with the day-to-day operations of the project, including:
   a. being on-site at the Dane County Courthouse on Tuesdays and Fridays, from 8:00 AM until eviction defense project operations conclude in the afternoon, which shall be no later than 5:00 PM;
   b. conducting accurate client intakes before or on court days;
   c. opening case files and ensuring the file is complete and accurate;
   d. working with court staff and with staff and volunteers from other organizations that provide help in eviction cases;
   e. responding to volunteer attorneys' needs as they serve clients;
   f. monitoring the flow of project cases through the court process; and
   g. closing client files.

2. Volunteer Coordination: The paralegal will assist EDP staff in recruiting, managing, and training EDP volunteers.

3. Litigation Investigation and Support: The paralegal will assist attorneys with litigation investigation and support activities, such as requesting court and administrative agency records, gathering documents from clients, interviewing witnesses, and public record searches.

4. Maintaining the Client File: The paralegal will have primary responsibility for maintaining the client's case file in an orderly fashion. The paralegal will be expected to maintain orderly client files and maintain confidentiality of all client information. This responsibility includes recording key information from every attorney and client contact. The paralegal will obtain and keep a record of the activities occurring in the case and maintain copies of all pleadings (especially final documents and closing notes) and correspondence in the client file. Manage electronic client case files and e-file documents as directed by attorneys.

5. Community/Bar Association Relations: The paralegal will work with staff to develop and maintain contacts with bar associations, community agencies, the courts, and the larger community regarding client and program needs and promoting client interests.

6. Computer Use: This position requires extensive use of laptop and desktop computers and tablets, including Microsoft Office 365 and legal case management software.

7. Data Reporting: Collection and tabulation of project data and other internal LAW data while maintaining confidentiality of all client information.

**Other Duties:**
The paralegal will be responsible for screening clients for eligibility, intake scheduling, and other intake duties for non-EDP casework.
The paralegal may be required to perform other duties as assigned by the Managing Attorney.

Skills, Experience, and Requirements:
1. Knowledge of Wisconsin civil legal procedures and administrative law procedures is highly desired.
2. Suitable training will be provided, but applicants are expected to demonstrate strong reasoning and good judgment while performing the job duties.
3. An ability to communicate proficiently (reading, writing, and speaking) in Spanish or Hmong is highly desired though not required.
4. High school diploma and proven experience to perform similar work in a legal or social services field is required. Bachelor’s degree or Paralegal Associate degree is preferred.
5. Must have or be able to acquire and apply knowledge of civil legal issues affecting low-income clients and the procedures and skills necessary to advocate on their behalf.
6. Experience and skills in working under pressure with diverse client populations.
7. Knowledge of various agencies, bar associations, and governmental and non-governmental programs which provide services to low-income clients is highly desired.
8. Ability to tactfully communicate with clients, volunteer attorneys, opposing counsel, court staff, and other outside parties.
9. Ability to communicate, both orally and in writing, in a clear and concise manner.
10. Work cooperatively with other staff, volunteers, and clients.
11. Highly proficient in Microsoft Word, Excel, and Outlook, internet usage, and database systems.

Physical Demands and Work Environment:
This position involves sedentary work, sitting at a desk and using 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. 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 Madison office as well as in the courthouse.

Salary & Benefits:
Starting salary depends upon experience and qualifications, with a minimum starting salary of $28,670. Legal Action offers an excellent fringe benefits package. These benefits include employer-paid health and dental insurance for the employee, spouse and children. (The employee pays a monthly surcharge if a spouse is included in Legal Action’s health insurance if the spouse is eligible for health insurance from another employer.) Benefits also currently include life insurance, long-term disability insurance, paid parental leave, and a profit-sharing plan for the employee.

This position is represented by the United Legal Workers (ULW) a unit of the National Organization of Legal Services Workers, UAW 2320, and employment status is subject to the terms and conditions of the ULW collective bargaining agreement. A new employee may voluntarily join the union.
How to Apply:
For job announcements identified as Internal and External postings, both internal and external applicants who meet the minimum job requirements will be considered. Interested applicants should send the following documents in PDF format to MadisonParalegalHiring@legalaction.org:

1. Cover letter which summarizes qualifications, skills, and experience.
2. Résumé.
3. External applicants only: Three professional references including reliable contact information.
4. Optional but highly encouraged: statement about the ways that 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:
Apply before close of business on Wednesday, January 22, 2020.