



MILWAUKEE OFFICE

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**LEGAL SECRETARY
BILINGUAL SPANISH AND ENGLISH
MILWAUKEE OFFICE
INTERNAL AND EXTERNAL JOB ANNOUNCEMENT
DECEMBER 9, 2020**

Legal Action of Wisconsin, Inc. (LAW) is seeking a full-time legal secretary in its Milwaukee office located at 633 West Wisconsin Avenue, Suite 2000.

During the pandemic, most LAW staff members are working remotely. This position will likely be remote for one or two days per week. LAW requires all staff to wear face masks when in our physical offices.

Legal Action is a large, vibrant non-profit law firm funded by the federal Legal Services Corporation, the Wisconsin Trust Account Foundation, and other sources. Legal Action provides free legal aid to about 13,500 low-income persons annually in the southern 39 counties of Wisconsin with offices in Milwaukee, Madison, Racine, Oshkosh, Green Bay, and La Crosse. In addition, LAW operates a statewide farmworker project, and several other state-wide projects serving crime victims, including victims of sex and labor trafficking. LAW attorneys have expertise in a range of substantive areas, but the majority of our work is in the areas of housing, public benefits, removing barriers to employment, consumer law, 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.

The Milwaukee Area Office staff is housed at 633 W. Wisconsin Ave. and is comprised of 41 attorneys, 19 paralegals, and 18 other administrative, professional and technical staff. Intake is done by telephone, on a walk-in basis, or at neighborhood outstations in Milwaukee and Waukesha. The Milwaukee Area Office also houses the Legal Action administrative staff, the SeniorLAW Project, and a Volunteer Lawyers Project. Two attorneys are located at the Center for Driver's License Recovery & Employment at Milwaukee Area Technical College and one attorney and one paralegal are housed at the Student Legal Aid Project at Milwaukee Area Technical College.

Legal Action believes that equal justice under law can only be achieved through the collaboration of a diverse staff. 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.

Serving Milwaukee and Waukesha Counties

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

Farmworker Project Statewide

Oshkosh Office Adams, Fond du Lac, Green Lake, Marquette, Ozauchee, Sheboygan, Washington, Waushara, and Winnebago Counties

Racine Office Kenosha, Racine, and Walworth Counties

tel 920-432-4645 | toll-free 800-236-1127

tel 608-785-2809 | toll-free 800-873-0927

tel 608-256-3304 | toll-free 800-362-3904

tel 608-256-3304 | toll-free 800-362-3904

tel 920-233-6521 | toll-free 800-236-1128

tel 262-635-8836 | toll-free 800-242-5840

KEY RESPONSIBILITIES

The Legal Secretary's primary responsibilities are: 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; deal with clients and the general public seeking LAW's services in person in a professional manner; gather necessary information from prospective clients to determine eligibility for LAW's services; and contact clients as requested by attorney and paralegal staff. 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.

OTHER DUTIES

May perform other duties as assigned, including but not limited to: answering phones, performing intake interviews; opening and distributing mail; running errands outside of the office; compiling statistical reports; ordering office supplies; and if licensed, notarizing documents.

QUALIFICATIONS

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. 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.

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.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The position involves sedentary work at a desk on a computer for an extended period. The employee must occasionally lift or move up to 20 pounds. While performing the duties of this job, the employee is occasionally required to stand, move, talk, use hands and fingers to operate a computer and/or laptop keyboard and use a telephone. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. This position works in an environmentally-controlled office environment with moderate noise from phones, printers and light office traffic in the Milwaukee Office.

PERSONNEL POLICIES AFSCME COLLECTIVE BARGAINING AGREEMENT

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.

SALARY AND BENEFITS

The position offers a competitive starting salary. 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 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.

HOW TO APPLY

Applicants must submit the following application materials via Legal Action of Wisconsin's online applicant portal using the following link [Legal Secretary - Bilingual](#):

- Cover letter (include salary requirement)
- Résumé
- Provide the names and contact information for three professional references

Please submit and upload all the documents required. If the required documents are not submitted on or before the deadline, your application will be considered incomplete and we will not be able to consider you for this position.

DEADLINE FOR APPLICATIONS

This position 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 Employee