



## MILWAUKEE OFFICE

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### INTERNSHIP ANNOUNCEMENT LAW CLERK LAW SCHOOL STUDENT GREEN BAY AND MILWAUKEE OFFICES FEBRUARY 3, 2021

#### **LEGAL ACTION OF WISCONSIN, INC**

Legal Action of Wisconsin is a civil legal aid firm that provides free legal services to low-income people who would be otherwise denied access to legal justice. Legal Action is one of Wisconsin's largest law firms, with six offices in Milwaukee, Madison, Green Bay, Oshkosh, La Crosse, and Racine. LAW represents clients in five core practice areas: public benefits, housing, family, barriers to employment, and consumer law. Some of our special projects focus on representing farmworkers, veterans, elders, victims of crime, and victims of human trafficking. Our staff have a commitment to legal aid work and providing high-quality and aggressive representation to change our clients' lives and impact the law for everyone.

We have a focus on systemic advocacy and change: we push systemic change through both the court system and through legislative and policy work. Legal Action is the only Legal Services Corporation-funded program in the country connecting what our clients see on the ground and what our lawyers experience in the courtroom to legislative and policy work.

Equal justice under law can only be achieved through the collaboration of a diverse staff. We strongly encourage applications from women, people of color, people who identify as LGBTQIA+, people with disabilities, and people with life experiences or educational backgrounds that add to the firm's diversity and our capacity to provide high-quality legal aid.

#### **GREEN BAY OFFICE**

The Green Bay Office is located at 201 W. Walnut St., Suite 203, Green Bay, WI 54303. The Green Bay Office currently consists of a managing attorney, three staff attorneys, two paralegals, a victim advocate and a legal secretary. The office provides direct services to low-income clients in Brown, Door, Kewaunee, Calumet and Manitowoc Counties.

#### **MILWAUKEE OFFICE**

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.

*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, Ozaukee, 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

## **POSITION DESCRIPTION AND KEY RESPONSIBILITIES**

This Law Clerk position is full-time, 40-hour per week temporary position with Legal Action's Green Bay and Milwaukee offices. A Law Clerk position is meant for a law student to work with Legal Action for a temporary period. For summer 2021, we expect a Law Clerk to start employment June 1st and finish employment by August 27. A Law Clerk will be based in Legal Action's Green Bay or Milwaukee office, though remote work is possible.

To a lesser degree, a Law Clerk will support Legal Action's in outreach efforts to reach rural communities throughout the office's service area. Outreach is an important way to ensure that community members know that they may be able to obtain free legal services. With the current state of COVID-19 (January 2021), outreach efforts will likely be remote, but are subject to change depending on the state of COVID-19.

A Law Clerk will be given assignments that are supervised by attorneys and other full-time staff. Case work generally involves completing intake, interviewing clients, analyzing client's legal problem(s), and providing legal advice under the supervision of an attorney. Other responsibilities include supporting attorneys through fact investigation, document preparation, legal research and writing, negotiations with adverse parties, and litigation preparation and support, particularly in housing cases. Law Clerks will engage with state agencies and support staff in unemployment hearings and other public benefits hearings. Law Clerks will have opportunities to prepare domestic abuse injunction (DAI) cases which includes interviewing the victim, determining whether evidence should be introduced, and preparing a brief report for the attorney. Intern may attend hearings as safety permits and observe the DAI hearings.

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## **EXPOSURE AND TRAINING OPPORTUNITIES**

A Law Clerk will receive introductory trainings in one or two areas of law, with housing likely to be one of these areas. A Law Clerk will develop experience conducting interviews with potential clients. Law Clerks will work closely with Legal Action attorneys.

## **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. 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.

## **COMPENSATION AND TERM OF EMPLOYMENT**

The Law Clerk position is a full-time, temporary position with Legal Action. A Law Clerk has the option of being paid (\$14 per hour) or enrolling in externship courses to receive course credit. For summer 2021, we expect a Law Clerk to start employment on June 1<sup>st</sup> and finish employment by August 27<sup>th</sup>.

## **HOW TO APPLY**

Current or rising 1L or 2L at an ABA-approved law school may apply and be considered for this Law Clerk positions.

Applicants must submit the following application materials via Legal Action of Wisconsin's online applicant portal by using this link [Law Clerk – Green Bay and Milwaukee](#):

- Resume
- Cover Letter
- 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 Law Clerk position.

## **DEADLINE TO APPLY**

Deadline to apply the Law Clerk position is February 17, 2021.

If you have any questions regarding the Law Clerk Position, please contact:

- Managing Attorney, Liz Groeschel, Managing Attorney at Legal Action's Green Bay Office at 414-374-2045, [eag@legalaction.org](mailto:eag@legalaction.org).