



## MILWAUKEE OFFICE

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## INTERNSHIP ANNOUNCEMENT LAW CLERK LAW SCHOOL STUDENT MADISON OFFICE February 1, 2021

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

Legal Action of Wisconsin (LAW) is a non-profit civil legal aid firm that provides free legal services to 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.

Legal Action believes that 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.

### **POSITION DESCRIPTION AND KEY RESPONSIBILITIES**

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), drafting correspondence under the supervision of an attorney, and administrative work inherent in case management. Other responsibilities include supporting attorneys through fact investigation, document preparation, legal research and writing, negotiations with adverse parties, and litigation preparation and support. To a lesser degree, a Law Clerk will support LAW's outreach efforts to reach and educate eligible clients throughout the service area.

### **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.

*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

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

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

## **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.

## **REQUIRED QUALIFICATIONS**

- Current or rising 1L or 2L at an ABA-approved law school.
- Demonstrated commitment to social justice, including diversity, equity, and inclusion.
- Ability to work as part of a team and demonstrate excellent communication skills.
- Demonstrate the ability to be resourceful, analyze problems, and propose problem-solving solutions.
- Ability to communicate in languages other than English is encouraged.

## **COMPENSATION AND TERM OF EMPLOYMENT**

The Law Clerk position is a full-time (40 hours per week) temporary position with Legal Action. The Law Clerk position is meant for law students to work with Legal Action for a temporary period. Hourly pay is \$14 an hour. For the summer of 2021, we expect Law Clerk to start working June 1 and finish at the latest on August 27. A Law Clerk can be based in the Madison LAW office. We may consider remote work, depending on the situation.

## **HOW TO APPLY**

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

- Resume
- Cover letter
- Legal writing sample
- Law school transcript
- 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 Friday, February 19, 2021.

**If you have Any Questions Regarding the Law Clerk Position, please contact:**

- Attorney Stacia Conneely, Managing Attorney of Legal Action of Wisconsin, Inc.'s Madison office, at SRC@legalaction.org.