



RACINE OFFICE

4900 Spring Street, Suite 100, Racine, Wisconsin 53406
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new caller / intake 855-947-2529 | www.legalaction.org

INTERNSHIP ANNOUNCEMENT

LAW CLERK
LAW SCHOOL STUDENT
RACINE OFFICE
February 8, 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.

RACINE OFFICE

The Racine office is located at 4900 Spring Street, Suite 100, Racine, WI 53406. The Racine Office currently consists of a Managing Attorney, seven Staff Attorneys, three Paralegals and a Legal Secretary. The office provides direct services to low-income clients in Racine, Kenosha and Walworth counties.

POSITION DESCRIPTION AND KEY RESPONSIBILITIES

This Law Clerk position is part-time, at least 20-hour per week temporary position with Legal Action's Racine Office. 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 September 3rd. A Law Clerk will be based in Legal Action's Racine Office, though remote work is possible. To get the most out of the clerkship, the Clerk may wish to attend court appearances and other meetings with Legal Action staff. Although all meetings and many court appearances are currently virtual, we expect that to change over the course of the spring and summer.

Serving Kenosha, Racine, and Walworth 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

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

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 414-278-7722 | toll-free 888-278-0633

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

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

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. Our hope is to allow Clerks to work in multiple fields of the law.

To a lesser degree, a Law Clerk will support Legal Action's Racine Office in outreach efforts 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.

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.

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 part-time (20 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, 2021 and finish employment by September 3, 2021. It is possible that both Legal Action and the Law Clerk could decide on an additional term of employment after September 3, 2021.

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](#):

- Resume
- Cover Letter
- Legal writing sample (no more than five pages)
- 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 the Law Clerk position is Friday, February 19, 2021.

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

- Attorney Robert Held, Legal Action of Wisconsin, Inc.'s Racine office, at RBH@legalaction.org.