



MILWAUKEE OFFICE

633 West Wisconsin Avenue, Suite 2000, Milwaukee, WI 53203
tel 414-278-7722 | toll-free 888-278-0633 | fax 414-278-7126
new caller/ intake 855-947-2529 | www.legalaction.org

INTERNSHIP ANNOUNCEMENT
LAW CLERK – STUDENT LEGAL AID (SLA)
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.

STUDENT LEGAL AID – VIRTUAL LEGAL CLINICS

The Student Legal Aid (SLA) Project provides legal aid to low-income students and community members to improve the education and employment opportunities by resolving or mitigating civil legal problems that prevent them from getting a degree, using their degree, or achieving the highest level of occupational credentialing and licensing. SLA hosts monthly virtual legal clinics with volunteer attorneys and students in the areas of Expungement/Criminal Records, Driver's License Recovery and Bankruptcy/Consumer issues. SLA also works with students to provide direct representation in Unemployment hearings, expungements, and pardon applications.

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. All work is done virtually. 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.

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

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), preparing pleadings, court and administrative forms, and other documents and providing legal information and advice under the supervision of an attorney. Other responsibilities include supporting attorneys through fact investigation, document preparation, legal research and writing, and communications with court clerks, administrative officials, and possibly negotiations with adverse parties. Law Clerks will engage with state agencies and support staff in unemployment hearings.

EXPOSURE AND TRAINING OPPORTUNITIES

A Law Clerk will receive introductory trainings in relevant areas of law, including expungement and unemployment. 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

This Law Clerk - Student Legal Aid position is a full-time, temporary position with Legal Action of Wisconsin.

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 - Student Legal Aid \(SLA\)](#):

- 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:

- Attorney Jill Kastner, Project Director Student Legal Aid at 414-274-3080, jxk@legalaction.org