



## 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](http://www.legalaction.org)

## JOB ANNOUNCEMENT INTERNAL AND EXTERNAL POSTING PARALEGAL MADISON OFFICE February 8, 2021

Legal Action of Wisconsin, Inc. (LAW) ) has an immediate opening for a full-time paralegal in our Madison office. The paralegal works closely with attorneys providing representation to low-income clients in civil matters, with a current focus in two practice areas: 1) housing, with focus on evictions and denials of housing assistance and 2) public benefits, such as Social Security disability and unemployment insurance. This position supports attorneys by conducting client intake interviews and preparing a summary of information obtained, performing legal research, drafting written reports and correspondence, and organizing and maintaining client case files and databases.

### LEGAL ACTION OF WISCONSIN, INC

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.

**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.**

### MADISON OFFICE LOCATION

The Madison office is located at 744 Williamson Street, Suite 200, Madison, WI 53703. The Madison Office staff currently consists of a Managing Attorney, 15 attorneys, 3 paralegals, 1 legal secretary, and 1 Office Manager. The Madison legal services team provides services to residents of Columbia, Dane, Dodge, Green, Iowa, Jefferson, Lafayette, Rock, and Sauk counties.

**Due to COVID-19, Legal Action is limiting in-office and on-site work as much as possible; we prioritize staff and client safety by offering telecommuting options, flexible work hours, and remote access to job responsibilities.**

*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



## **KEY RESPONSIBILITIES**

- **Client Interviews and Communication:** Under the supervision of an attorney, the paralegal interviews clients on “intake,” as the needs of the office and special projects dictate. The paralegal is responsible for recognizing legal problems, asking questions to determine facts, performing conflict checks, and informing clients which cases will be accepted or denied. This position may also be responsible for interviewing current clients for purposes of case development and providing clients with case updates. Under the supervision of an attorney, the paralegal prepares written client correspondence. Job duties also involve making referrals to other organizations or law firms when appropriate and responding to e-mail and text message correspondence from clients.
- **Organization and File Maintenance:** The paralegal will assist with case management recordkeeping by maintaining client paper records and electronic records. Electronic records may include phone downloads, as well as records in the client database. The paralegal may also help attorneys and other advocates with large-scale organization and administrative projects, such as outreach planning, travel reimbursement, and organization of non-case related electronic files.
- **Litigation Investigation and Support:** The paralegal will assist attorneys with litigation support activities. Some examples include legal research, document gathering, damage calculations, interviewing of witnesses, and public record searches.
- **Data Reporting:** Collection and tabulation of project data and other internal LAW data while maintaining confidentiality of all client information.
- **Other Duties as Assigned:** Occasionally, the paralegal may be required to travel to conduct outreach with potential clients and community partners. Occasional evening and weekend work may be required. Other duties may be assigned, as necessary

## **QUALIFICATIONS**

- The minimum requirement for this position is a high school diploma or prior experience in the legal or social service field.
- A college degree or paralegal certificate from an accredited college or university or a paralegal educational program is preferred.
- Excellent technology skills and willingness to develop existing skills in technology such as: internet, email, web-based activities, Microsoft Word, Excel, Outlook, Adobe, Google Apps, texting applications, and phone data preservation.
- Occasional travel may be required.
- Ability to express oneself clearly and concisely in both oral and written communication.
- Ability to prioritize daily work and use resources effectively.
- Provide proactive support, assistance, and coverage, when needed, to other staff.
- Highly organized with the ability to juggle multiple deadlines in a fast-paced work environment.

### **The following qualifications are valued:**

- Familiarity with courtroom procedure (state and municipal) and administrative hearings.
- Ability to communicate with persons in the client community who speak a language other than English as their principal language.
- Knowledge and understanding of legal problems and the needs of low-income persons.
- Commitment to providing legal services to low-income persons.
- Prior work in the client community or in other programs that work with low-income persons.
- Cultural affinity with the client community.

Training will be provided. Upon hire, training needs will be assessed.

## **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. Occasionally drives a motor vehicle while seated for extended periods of time. 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.

## **SALARY**

Starting salary depends upon experience and qualifications and the collective bargaining agreement salary scale. Currently, the minimum starting salary for this position is \$30,442 annually and up to \$35,124 annually for a candidate with five years of relevant experience for a 100% full-time position. Salaries are not negotiable and will follow the collective bargaining agreement salary scale.

## **FRINGE BENEFITS**

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, fifteen days of vacation per year, four days of personal leave, a generous sick leave benefit, and four weeks of paid parental leave for eligible employees.

## **GOVERNANCE**

The position is subject to a probationary period of six months. The position is governed by the terms and conditions of the collective bargaining agreement between Legal Action and the United Legal Workers. Legal Action's personnel policies will govern where no provision is covered by the collective bargaining agreement, and the personnel policies are subject to unilateral change by the Legal Action Board of Directors.

This position is supervised by Stacia Conneely, Madison's Managing Attorney.

## **HOW TO APPLY**

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

- Resume
- Cover letter that summarizes qualifications, skills, and experience.
- Provide the names and reliable contact information for three professional references (current LAW staff members are not required to include 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.**

Stacia Conneely, Madison's Managing Attorney, will be the hiring manager for this position.

## **DEADLINE FOR APPLICATIONS**

This position will be open until filled. Legal Action encourages applicants to apply before **Friday, February 26, 2021**. Interviews will be conducted virtually.

**Legal Action of Wisconsin, Inc. is an Equal Opportunity/Affirmative Action Employee**