



MILWAUKEE OFFICE

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**JOB ANNOUNCEMENT
INTERNAL AND EXTERNAL POSTING
STAFF ATTORNEY
GREEN BAY OFFICE
JANUARY 8, 2021**

Legal Action of Wisconsin, Inc. (LAW) is seeking to fill a full-time Staff Attorney position, which will be based in its Green Bay office. The Attorney will provide representation to low-income persons with a focus in two of the following areas of law: housing, family, consumer, public benefits, and removing barriers to employment.

The areas of law which this Attorney will focus on will be determined by the needs of the client community, the substantive focus of other Legal Action Green Bay office staff, the interest and experience of the person hired, and other factors. Please see our website for additional information about our work and priority areas of law: www.legalaction.org. This position is available February 16, 2021.

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 services 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 legal aid work and provide high-quality and aggressive representation and 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.

OFFICE LOCATION

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, four staff attorneys (including this vacancy), 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.

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

Many of Legal Action's operations and services continue to be delivered remotely because of the COVID-19 pandemic. Long-term remote work may be established for this position.

KEY RESPONSIBILITIES

- Provide high-quality and aggressive representation of clients in individual service cases and to undertake impact work. Impact work is work expected to impact on groups of low-income persons or improve systems that have the most effect on the low-income community.
- Perform all duties associated with such representation as defined by our attorney performance standards.
- Remain current with the areas of law that pertain to the low-income community as they change and develop, particularly in this attorney's area(s) of specialization.
- Develop and maintain positive working relationships with community groups, state and local bar associations, and others.
- Train and assist volunteers who participate in Legal Action's Volunteer Lawyer Project and other Legal Action staff attorneys.
- Perform intake duties and, where necessary, make appropriate referrals to other community agencies.
- Serve on at least one of our Priority Committees: Housing; Barriers to Employment; Consumer; Public Benefits; and Family law. Priority committees are comprised of Legal Action advocates practicing in those areas of law. They meet quarterly to discuss trends in the law and practicing in that area of law and to strategize the firm's work. This Green Bay area office staff attorney priority committee assignment is to be determined.
- Participate in regular case review by the managing attorney.
- Travel to each of the Green Bay office's five counties for hearings as scheduled as well as case work and outreach activities, as is safe during the COVID-19 pandemic.
- The staff attorney may be assigned additional duties from time to time.

QUALIFICATIONS

- Juris Doctorate Degree.
- Admission to the Wisconsin Bar at time of hire or within 3 months of hire.
- Enthusiasm for civil legal aid and equal justice for and service to our clients. Respect for differences in race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, and socio-economic circumstances.
- Strong communication skills to engage key stakeholders, clients, and pro bono attorneys.
- Ability to manage a robust workload in a fast-paced environment.
- Ability to prioritize and organize resources while maintaining quality and attention to detail.
- Ability to work harmoniously and cooperatively with co-workers, clients, managers, and other stakeholders.
- Ability to speak and write clearly and persuasively.
- Enthusiasm for arguing motions and representing at trial.
- Ability to meet high standards of written and courtroom advocacy.
- Self-motivation, diligence, and ability to meet strict deadlines while under pressure.
- Comfort with using Microsoft Office (Word, Excel, Teams, etc.) and an electronic database.
- Ability to travel throughout the Green Bay office and Legal Action's service area, with occasional overnight stays in and out of state.

The following qualifications are valued:

- Familiarity with courtroom procedure (state and municipal.)
- 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. 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.

SALARY

The salary for this position and all attorney positions are determined by Legal Action’s attorney salary scale. Under our attorney salary scale, an attorney with 0 – 1 years of experience would receive an annual salary of \$45,727 for a 100% full-time position. An attorney with 5 years of experience practicing law would earn a salary of \$52,347. An attorney with 10 years of experience would earn a salary of \$58,967. In addition, the position generally receives an annual step increase, subject to approval of the Board of Directors.

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, three weeks 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

This position is subject to a probationary period of up to one year. The position is governed by the Legal Action of Wisconsin, Inc. Personnel Policies, which are subject to unilateral change by the Legal Action Board of Directors. As with any Legal Action position, there is no guaranteed period of employment and employment is at will, subject to termination at any time.

This position is supervised by the Managing Attorney for the Green Bay office.

HOW TO APPLY

Applicants must submit the following application materials via Legal Action of Wisconsin’s online applicant portal by using this link [Staff Attorney – Green Bay](#):

- Resume
- Cover letter

- Writing sample
- Provide the names and contact information for three professional references (current LAW staff members are not required to include references)
- Law school transcript (only required for applicants who graduated 2017 or later)

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.

Elizabeth Groeschel, Green Bay's Managing Attorney, will be the hiring manager for this position.

DEADLINE FOR APPLICATIONS

This position will be open until filled. We will review applicants on a rolling basis. To assure early consideration, please submit application materials as soon as possible. Interviews will be conducted remotely.

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