



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

JOB ANNOUNCEMENT INTERNAL AND EXTERNAL POSTING Staff Attorney – SeniorLAW Project MILWAUKEE OFFICE February 1, 2021

Legal Action of Wisconsin, Inc. (LAW) is seeking to fill one full-time staff attorney position in our SeniorLAW Project. This position will provide free legal services to residents of Milwaukee County, age 60 +.

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.

OFFICE LOCATION

633 West Wisconsin Avenue, Suite 2000, Milwaukee, Wisconsin.

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.

KEY RESPONSIBILITIES

This attorney will be expected to become familiar with a wide range of legal issues that affect older persons and to develop expertise in the areas of Social Security, SSI, Medicare, Medicaid, landlord tenant, Unemployment Insurance, consumer law and other elder law issues. Staff attorneys are expected to maintain a direct service caseload on behalf of individual clients. SeniorLAW staff attorneys are expected to work extensively with SeniorLaw's benefit specialist paralegals. Additionally, SeniorLAW staff frequently give community education presentations and provide trainings on elder law issues.

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



Legal Action staff attorneys are responsible for providing quality and aggressive representation of clients in service cases and in impact work, and for performing all duties associated with such representation. Attorneys must keep up with the law as it changes and develops, particularly in their area of specialization. Attorneys are expected to share responsibility for the development and maintenance of good working relationships with community groups, as well as with state and local bar associations.

Attorneys will be called upon to provide training and other assistance to members of Legal Action's Volunteer Lawyer Project. All staff attorneys will be expected to perform intake duties and, where necessary, make appropriate referrals to other community agencies. Each staff attorney is responsible for serving on at least one Priority Committee.

QUALIFICATIONS

Admission to the Wisconsin Bar is required, either by diploma privilege or passage of the first available bar exam. LAW has an affirmative action plan for the hiring of members of minority groups and women. Academic training and performance, writing ability, and the nature and extent of prior legal experience in elder law, public benefits law, domestic violence, and in legal services are considered. We also consider the applicant's knowledge and understanding of legal problems and the needs of the elderly and the poor, commitment to providing legal services to the elderly and the poor, prior legal work in the client community or in other programs to aid the elderly and the poor, an ability to communicate with persons in the client community who speak a language other than English as their principal language (e.g.: Spanish), and cultural affinity with the client community.

Legal Action requires a personal commitment to legal services work and equal justice for our low-income clients, and a high commitment to providing quality and aggressive representation in service cases and in impact work. Attorneys must be knowledgeable in state and federal law and procedure. Attorneys must meet high standards of written and courtroom advocacy. Applicants must be able to communicate both orally and in writing in a clear and concise manner and work harmoniously with others.

Ability to handle and prioritize many pressing matters in various locations is needed. Ability to travel throughout the SeniorLAW service area for each office to meet with clients and to attend court hearings is required.

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. Specific vision abilities required for this job include close vision requirements due to computer work. 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 and all positions are determined by Legal Action's attorney salary scale as set forth in the firm's salary administration plan. The attorney salary is determined by Legal Action's Board of Directors and cannot be negotiated. The position may receive an annual increase if the Board of Directors approves it. For

example, under Legal Action's attorney salary scale, an attorney with 0-1 years of experience practicing law would earn a salary of \$45,727. An attorney with 5 years of experience practicing law would earn a salary of \$52,347.

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, four weeks of annual leave per year (accrued), four days of personal leave per year, generous sick leave accrual, and four weeks of paid parental leave for eligible employees.

GOVERNANCE

The 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.

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 - SeniorLAW Project](#):

- 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 2019 to present)

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.

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