|  |  |
| --- | --- |
| LAW Logo-STKD-COLOR-POS | Legal Action of Wisconsin (LAW)633 W. Wisconsin Avenue, Suite 2000Milwaukee, WI 53203Office Phone:  414-274-3082 HR Fax:  414-253-5998LAW Office Phone:  414-278-7722 |

**JOB ANNOUNCEMENT**

**INTERNAL AND EXTERNAL POSTING**

**STAFF ATTORNEY PUBLIC BENEFITS**

**MILWAUKEE OFFICE**

**July 29, 2022**

Legal Action of Wisconsin, Inc. (Legal Action) is seeking a full-time staff attorney to work at the Milwaukee office. The attorney will provide representation to low-income people with a focus on public benefits. This work is critical for low-income people to maintain income and fulfill their basic needs of housing, food, and healthcare. The position is available immediately.

**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. Staff attorneys are expected to maintain a direct service caseload on behalf of individual and group clients, as well as to engage in law reform litigation and other impact work. Attorneys are expected to specialize in specific areas of poverty law.

**Legal Action of Wisconsin 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 Milwaukee Office is located at 633 West Wisconsin Avenue and is comprised of 39 attorneys, 14 paralegals, and 19 other executive, administrative, professional and technical staff. A small satellite office exists down the street at Milwaukee Area Technical College ("MATC").

LAW has prioritized staff and client safety throughout the COVID-19 pandemic. LAW provides telecommuting options, flexible schedules, and remote access for certain job responsibilities.

**KEY RESPONSIBILITIES**Legal Action is seeking a full-time attorney to provide legal representation in public benefits matters. The attorney will handle cases in Milwaukee and Waukesha County, and possibly also Racine, Kenosha, and Walworth. Staff attorneys may be reassigned to other legal practice areas and duties as the staffing needs of the firm change. Responsibilities will include:

* Providing high-quality and aggressive representation of clients in individual public benefits cases including (but not limited to) denials, terminations, or overpayments related to W-2 (Wisconsin Works), Food Share, Child Care, Badgercare, Medicaid, Emergency Assistance, etc.;
* Providing advice and representation in both court and administrative hearings;
* Performing intake duties and, where necessary, making appropriate referrals to other community agencies;
* Undertaking appeals, other systemic litigation, and administrative advocacy to effect change in low-income communities;
* Performing all duties associated with such representation as defined by our attorney performance standards and participating in regular case reviews with a supervisor;
* Staying current with the areas of law that pertain to the low-income community as they change and develop, particularly in the area of public benefits law;
* Sharing responsibility for and contributing to the development and maintenance of good working relationships with community groups, state and local administrative agencies, and with state and local bar associations and others;
* Providing training and other assistance to volunteers who participate in Legal Action’s Volunteer Lawyer Project and to other Legal Action staff;
* Sharing responsibility for and contributing to community outreach;
* Performing administrative and recordkeeping duties;
* Participating in Legal Action’s Public Benefits Priority Committee; and
* Supervising interns or paralegals in addition to other duties that may be assigned from time to time.

**QUALIFICATIONS**

* J.D. and admission to the Wisconsin Bar, by diploma privilege or by passage of the first available bar exam is required.
* Enthusiasm for civil legal aid and equal justice and for service to our clients and commitment to providing the highest quality legal services is required.
* Commitment to serving low-income clients, the Milwaukee community, and to improving access to justice is required.
* Ability to understand our clients’ situation and problem-solve to find realistic solutions to civil legal problems.
* Prior work within civil legal services, with volunteers, producing training events, or other relevant experience is desired, though not required.
* Demonstrated ability to speak and write clearly and persuasively is required;
* Superior research and analytical skills are required.
* Enthusiasm for arguing motions and representing clients at trial or in administrative hearings is required.
* Ability to prioritize and organize resources while maintaining quality and attention to detail.
* Self-motivation, diligence, and ability to manage a large and robust caseload and to meet strict deadlines while under pressure is required.
* Ability to travel throughout Legal Action’s service area to meet with clients and to attend hearings in person when required.
* Cultural competence and respect for differences in race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, and socio-economic circumstances.
* Willingness to receive direction and supervision and to implement feedback is required.
* Ability to work harmoniously and cooperatively with others is required.
* Comfort with using Microsoft Office (Word, Excel, Teams, etc.) and an electronic database is required.
* Fluency in a language other than English and cultural affinity for the client community that speaks that language is desired though not required.

**CONDITION OF EMPLOYMENT**

At Legal Action of Wisconsin, health and safety is a top priority. We require all new, unrepresented employees and interns, law clerks, volunteers, and contractors from employment agencies or consulting firms to have completed their COVID-19 vaccinations and booster and to provide medical proof from Wisconsin’s Immunization Registry or from a medical provider of their fully vaccinated status as a condition of employment with Legal Action of Wisconsin within 28 days of their first day of employment. Individuals may request a medical or religious exemption from the COVID-19 vaccine requirement. Exemption requests must be completed and approved on or before the first day of employment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

This position involves sedentary work, including sitting and/or standing at a desk while working at a computer for an extended period. This position also exerts 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. Occasional reaching, bending, kneeling and stooping involved to retrieve various items and materials are required. This position works in an environmentally-controlled office environment with moderate noise from phones, printers, and light office traffic. This position requires the ability to travel throughout the Milwaukee service territory to meet with clients and to attend court hearings.

**SALARY**Our Racine, Oshkosh, Green Bay, Milwaukee, and La Crosse offices have two salary tiers available for Staff Attorneys. (Attorneys in our Madison office are represented by ULW and a collective bargaining agreement.)

The **Tier 1 Staff Attorney** salary ladder for full-time employment is as follows:



Generally, Tier 1 Staff Attorneys advance a step on the Tier 1 salary ladder on their anniversary date.

The **Tier 2 Staff Attorney** salary ladder for full-time employment is as follows:



Generally, Tier 2 Staff Attorneys advance a step on the Tier 2 salary ladder on their anniversary date.

A description of the scope of authority for Tiers I and 2 staff attorney positions is available upon request. Legal Action’s salary plan provides for annual step increases as long as the attorney is meeting performance expectations. Salaries are not negotiable and will follow this scale. In addition,

Legal Action’s organizational structure allows for additional career advancement opportunities, such as: Attorney Managers; Managing Attorneys; Project Managers; Supervising Attorneys; and Priority Coordinators. Legal Action posts these opportunities as they become available.

**SPANISH OR HMONG LANGUAGE FLUENCY PREMIUM:** Legal Action’s Salary Administration Plan includes additional pay of up to $4800 annually for those employees who are fluent in Spanish or Hmong and utilize their language skills in performing their work.

**FRINGE BENEFITS**

LAW offers 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.) LAW 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 vacation per year, four days of personal leave per year, generous sick leave accrual, and four weeks of paid parental leave for eligible employees.

**GOVERNANCE AND SUPERVISION**

The position is governed by LAW’s Personnel Policies, subject to unilateral change by the firm’s Board of Directors. All positions at LAW are “at will”; there is no guaranteed period of employment.

This position is subject to a probationary period of up to one year. This position is governed by LAW’s personnel policies, which are subject to unilateral change by the LAW Board of Directors. As with any LAW position, there is no guaranteed period of employment and employment is “at will,” subject to termination at any time.

This position will be supervised by Molly Gena, Managing Attorney of the Milwaukee Office.

**HOW TO APPLY**

Applicants must submit the following application materials via Legal Action of Wisconsin’s online applicant portal: [**https://secure.entertimeonline.com/ta/7988.careers?ApplyToJob=469915972**](https://secure.entertimeonline.com/ta/7988.careers?ApplyToJob=469915972)

* Cover letter summarizing qualifications and interest in the position;
* Resumé;
* Recent legal writing sample;
* Names and contact information for three professional references
* Law school transcript (only required for applicants who graduated 2019 or later).

**DEADLINE FOR APPLICATIONS**

This position will be open until filled.  We will review applicants on a rolling basis. **To ensure early consideration, please submit application materials no later than 11:59 pm on Friday, August 15, 2022**.

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