



**ADMINISTRATIVE OFFICE**

230 West Wells Street, Room 800, Milwaukee, Wisconsin 53203  
[www.legalaction.org](http://www.legalaction.org) | tel 414-278-7722 | fax 414-274-3096

**JOB ANNOUNCEMENT  
INTERNAL AND EXTERNAL POSTING  
CONSUMER STAFF ATTORNEY  
50% General Office/50% Elder Rights Project (ERP)  
MADISON OFFICE  
JULY 22, 2020**

Legal Action of Wisconsin, Inc. (Legal Action) is seeking to fill one full-time staff attorney position to work at its Madison office. The position is available immediately. The attorney will provide representation to low-income persons and elderly individuals who have been the victim of a crime. The attorney's case load will consist of 50% consumer law cases for the general office and 50% Elder Rights Project cases. Our consumer law attorneys work to protect low-income consumers who are being targeted by unfair and predatory practices. We give special consideration to cases where people are at risk of losing necessities, such as housing, utility service, or income. The Elder Rights Project cases will be primarily consumer law, however other cases may be assigned, as needed, in other practice areas including: financial exploitation, housing, public benefits, and family law.

The position is represented for collective bargaining and new employees may voluntarily join the United Legal Workers (ULW) union, a unit of the National Organization of Legal Services Workers, UAW 2320. While this position is based in the Madison office, we anticipate that much of the work may be remote, as the office is not currently open to the public.

Equal justice under law can only be achieved through the collaboration of a diverse staff. When we utilize our differences, we effect positive change for the communities we serve. We are committed to equitable inclusion across gender, sexual orientation, gender identity, age, ability, sex, religion, economic circumstances, ethnicity, national origin, and culture. We are striving to be an anti-racist law firm. We encourage staff to bring their whole selves to work each day and pledge to celebrate every aspect of who they are.

**LEGAL ACTION OF WISCONSIN, INC.**

Legal Action is a non-profit law firm, funded by the federal Legal Services Corporation, the Wisconsin Trust Account Foundation, and other sources. Legal Action provides free civil legal aid to low-income persons in the southern 39 counties of Wisconsin. To serve its eligible client population, Legal Action maintains full-time offices in Milwaukee, Madison, Racine, Oshkosh, Green Bay, and La Crosse. In addition, Legal Action operates statewide farmworker and elder abuse civil legal aid projects. Legal Action attorneys have expertise in a range of substantive areas, but the majority of our direct representation is in the areas of housing, income maintenance, 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.

## **MADISON AREA OFFICE**

The Madison office is located at 744 Williamson Street, Suite 200, Madison, Wisconsin, 53703. The Madison office currently consists of 15 attorneys, 3 paralegals, 1 legal secretary, and an office manager. The office provides direct services to clients in Dane, Iowa, Sauk, Columbia, Jefferson, Rock, Green, Lafayette and Dodge counties.

## **KEY RESPONSIBILITIES**

- Legal Action staff attorneys are responsible for providing quality and aggressive representation of clients in individual service cases and to undertake impact work (that which has impact on groups of low-income persons or the systems that have the most effect on the low-income community), and for performing all duties associated with such representation.
- Attorneys must stay current with the areas of law that pertain to the low-income community as they change and develop, particularly in their area of specialization.
- Attorneys are expected to share responsibility for the development and maintenance of good working relationships with community groups and with state and local bar associations and others.
- Attorneys will be called upon to provide training and other assistance to volunteers who participate in Legal Action's Volunteer Lawyer Project.
- Attorneys are expected to conduct regular outreach and education throughout our service area. This may include participation in local task forces or committees and occasional public speaking engagements to the community.
- All attorneys perform intake duties and, where necessary, make appropriate referrals to other community agencies.
- All staff attorneys are responsible for serving on at least one of our Priority Committees: Housing, Employment, Consumer, Public Benefits, and Family Law. These priority committees are comprised of Legal Action attorneys 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.
- The staff attorney may be assigned additional duties from time to time.

## **QUALIFICATIONS**

- Prior experience in civil legal aid or other relevant experience is preferred.
- Experience and knowledge of the court systems in Legal Action's overall service area or in other counties served by our Madison office area is preferred and admission to the Wisconsin Bar is required upon hire.
- A candidate with one to three years of legal experience, is preferred.
- While academic training, performance, and the nature and extent of prior legal experience are considered, we will also consider the applicant's knowledge and understanding of the legal problems and needs of low-income persons and commitment to providing civil legal aid.
- Prior legal work in the client community or in other programs to aid the poor.
- Ability to communicate with persons in the client community who speak a language other than English as their principal language (e.g., Spanish or Hmong), and cultural affinity with the client community.

- Legal Action requires a personal commitment to civil legal aid and to providing quality and aggressive representation to low-income people and crime victims. 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 Legal Action's service area to meet with clients and to attend court hearings is required.

**Legal Action values a diverse staff and work environment. LAW strongly encourages applications from women, people of color, people who identify as LGBTQIA, people with disabilities, and people with life experiences or education that add to the firm's diversity and our capacity to provide high-quality legal aid. LAW encourages applicants to include a statement about the ways that their unique background and personal, professional, and life experiences contribute to the diversity, cultural vitality, and perspective of the firm's staff and our law firm's mission along with their other application materials.**

### **SALARY & BENEFITS**

Starting salary depends upon experience and qualifications, with a minimum starting salary of \$45,727; \$52,347 for a candidate with five years of legal experience; \$58,967 for a candidate with ten years of legal experience for a 100% full-time position. Salaries are not negotiable and will follow this scale. The position is subject to a probationary period of up to one year. The position is governed by the terms and conditions of the collective bargaining agreement between LAW and ULW. Legal Action of Wisconsin'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.

Legal Action attorneys receive a full fringe benefit package which currently includes employer-paid health, dental, life, and long-term disability insurance; a retirement plan contribution; and four weeks of vacation leave, four days of personal leave per year, and generous sick leave. Legal Action also offers flexible schedules including telecommuting for experienced staff. We also provide four weeks of paid parental leave to eligible employees.

### **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.

## **HOW TO APPLY**

Applicants should submit the following:

- Cover letter
- Resume
- Writing sample
- Names and contact information for three professional references
- Law school transcript (only required for applicants who graduated 2015 or later)
- Optional, but highly encouraged: statement about the ways your unique background, and personal, professional, and life experiences contribute to the diversity, cultural vitality, and perspective of our staff and our law firm's mission and this position

Email applications are required. Submit all five documents, in one PDF file, to [MadisonAttorneyHiring@legalaction.org](mailto:MadisonAttorneyHiring@legalaction.org).

## **DEADLINE**

The position will be open until filled. We encourage applicants to apply before **Friday, August 7, 2020**.

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