



MONTANA LEGAL SERVICES ASSOCIATION

Job Title: Staff Attorney, Domestic Violence Practice Group

Location: Bozeman, Montana

This full-time Staff Attorney position, based in the offices of the HAVEN domestic violence program, will provide poverty law services primarily to domestic violence victims in Gallatin County. Services may be provided to clients outside of Gallatin County on a limited basis.

Specific Duties

- Interviewing, meeting with, advising, and representing eligible clients on civil matters.
- Developing and maintaining specialized knowledge of the legal needs of domestic violence victims, and of general poverty law issues.
- Providing services ranging from brief counsel and advice, to more extended representation on core legal issues affecting MLSA clients.
- Composing correspondence, pleadings and other documents.
- Researching the law and preparing memoranda.
- Working with other MLSA staff to recruit, train and support pro bono attorneys when appropriate.
- Participating in MLSA's statewide initiatives and impact work, and implementing grant and contract requirements through casework.
- Represent domestic violence victims in order of protection proceedings around the state.
- Develop legal resources in order of protection cases for use by domestic violence victims, advocates and pro bono attorneys.
- Provide training on orders of protection and other legal matters affecting domestic violence victims.
- Other duties as assigned by the Supervising Attorney.

Requirements

- Law Degree and current license to practice law in Montana.
- Prior legal services experience preferred, particularly experience working with domestic violence victims.
- A willingness to assume a varied case load.
- An understanding of the civil legal needs of low-income people, including the unique needs of populations that experience particular barriers to access to justice systems.
- Knowledge of substantive legal areas affecting low income people.
- Ability to effectively communicate, to motivate others, and to work collaboratively with diverse groups of people with varying perspectives, and experience and expertise.
- Ability and willingness to learn and integrate new technologies and methodologies to efficiently perform responsibilities.
- A willingness to establish and maintain effective relationships with clients, the public, judges, court personnel and the bar.
- Ability and willingness to work cooperatively and collegially within a decentralized statewide law firm.
- Excellent written and verbal communication skills.

- Excellent attention to detail.
- Ability to work independently in a deadline-oriented environment.
- A “can do” attitude and a willingness to pitch in where needed.
- Strong commitment to insuring equal access to justice.
- Proficient at the use of technology, including, but not limited to, word processing, spreadsheets, internet-based programs and computer-based legal research.
- Ability to travel within the state of Montana, occasionally overnight.

The Montana Legal Services Association is an Equal Opportunity Employer.

Salary: \$50,000 and up per year, DOE. MLSA offers an attractive benefits package, including health, dental, vision, and life insurance, retirement and educational loan repayment assistance.

To Apply: Send a letter of interest, three professional references, writing sample, and resume to hiring@mtlsa.org.

Submission Deadline: Screening of applicants will begin immediately and the position will remain open until filled.

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