



MONTANA LEGAL SERVICES ASSOCIATION

Position Title: **Staff Attorney, Domestic Violence Attorney**

Status: **1.0 FTE, Exempt**

Location: **Helena**

Supervisor: **Supervising Attorney**

This Staff Attorney position will provide poverty law services to domestic violence victims. Areas of law include family law, consumer law, housing law, employment law, public benefits, probate and other civil matters. Services provided will range from brief counsel and advice, to more extended representation on core legal issues affecting MLSA clients. Requires travel within Montana. This position will handle all aspects of legal representation including client contact, pleading preparation, research, file maintenance, working with support staff, and hearing and trial work. The staff attorney will also participate in MLSA's statewide initiatives, implement grant and contract requirements through casework and foster pro bono involvement with the private bar.

Specific duties, shall include but not be limited to:

- Interview, meet with, advise and represent eligible clients on civil matters.
- Compose correspondence, pleadings and other documents.
- Develop law related educational programs and materials directed to the client community or agencies regarding the legal rights and responsibilities of domestic violence victims.
- Research the law and prepare memoranda.
- Handle all aspects of a client's legal matter, including preparing pleadings, negotiation, mediation and trial work.
- Hold regular office hours on reservations and in communities being served by position.
- Work with other MLSA staff to recruit, train and support pro bono attorneys when appropriate.
- Develop and maintain specialized knowledge of the legal needs of domestic violence victims, and of general poverty law issues.
- Participate in MLSA statewide initiatives and impact work.
- Other duties as assigned by the Supervising Attorney.

Requirements

- Law Degree and current license to practice law in Montana.
- Prior legal services experience, and in particular prior experience working with domestic violence victims, preferred.
- A willingness to assume a varied case load.
- An understanding of the civil equal justice 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, occasionally overnight

The Montana Legal Services Association is an Equal Opportunity Employer.

Salary: \$42,000. 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, 3 professional references, a writing sample and resume electronically to hring@mtlsa.org

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