



## **MONTANA LEGAL SERVICES ASSOCIATION**

**Position Title:** Staff Attorney, Domestic Violence  
**Location:** Billings, MT

This Staff Attorney position will provide poverty law services to domestic violence victims throughout the state of Montana. Grant funding at present concentrates services in the Billings area and on the Fort Peck Indian Reservation.

### Specific Duties

- Hold regular office hours as required on the Fort Peck Reservation, or in other communities that may be assigned based on grant funding.
- Represent domestic violence victims on the Fort Peck Reservation.
- Interviewing, meeting with, advising, and representing eligible clients on civil matters.
- Handle all aspects of legal representation including client contact, pleading preparation, research, file maintenance, hearing and trial work.
- Work primarily in the area of family law, but may also assist with other poverty law issues including consumer, housing, employment, public benefits, and probate.
- Develop law-related educational programs and materials directed to the client community or agencies regarding the legal rights and responsibilities of domestic violence victims.
- 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.
- 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.
- Other duties as assigned by the Supervising Attorney, Deputy Director for Advocacy, or Executive Director.

### 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.
- Overnight and day travel is required, both in and out of the state of Montana.

The Montana Legal Services Association is an Equal Opportunity Employer.

**Salary:** \$50,000 and up, 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 [hire@mtlsa.org](mailto:hire@mtlsa.org).

**Submission Deadline:** Screening of applicants is ongoing and the position will remain open until filled.

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