

## MONTANA LEGAL SERVICES ASSOCIATION



**Position Title:** Rural Crime Victim Attorney

**Location:** Helena or Billings, MT

The Rural Crime Victim Attorney provides direct emergency legal services including legal advice and brief services for crime victims throughout the state of Montana, including regular travel to rural communities.

With funding from the U.S. Department of Justice, Office for Victims of crime, through the National Crime Victim Law Institute, Montana Legal Services Association is implementing a comprehensive, collaborative model for the use of technology to provide legal services and information to crime victims in rural communities.

### Specific Duties

- Interview, meet with, and advise victims of crime with civil legal matters.
- Develop and maintain specialized knowledge of the legal needs of crime victims.
- Provide services ranging from brief counsel and advice, to more extended representation on core legal issues affecting victims of crime.
- Compose correspondence, pleadings and other documents.
- Research the law and prepare memoranda.
- Participate in MLSA's statewide initiatives and impact work, and implement grant and contract requirements through casework.
- Develop legal resources for use by victims of crime, advocates and pro bono attorneys.
- Provide training on legal matters affecting victims of crime.
- 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 crime victims.
- Experience working in rural communities preferred, but not required.
- A willingness to assume a varied case load.
- An understanding of the civil legal needs of crime victims, including the unique needs of populations that experience particular barriers to access to justice systems.
- Knowledge of substantive legal areas affecting crime victims.
- Ability to effectively communicate with and motivate others.
- Ability to work collaboratively with diverse groups of people with varying perspectives, experience and expertise.
- Ability and willingness to learn and integrate new technologies and methodologies to efficiently perform responsibilities.
- Comfortable using technology and learning new programs to aid legal service provision.
- 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 per year 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 [hireing@mtlsa.org](mailto:hireing@mtlsa.org).

**Submission Deadline:** Screening of applicants will begin on February 11, 2019, and will continue until the time of selection.