

MONTANA LEGAL SERVICES ASSOCIATION



Job Title: Legal Assistant
Location: Bozeman, MT

The Montana Legal Services Association has an opening for a part-time (18 hours/week) legal assistant in our Bozeman office. The legal assistant will provide support for the Haven Domestic Violence Staff Attorney and pro se assistance to clients. Applicants must demonstrate excellent practice skills, strong people skills, and flexibility.

Specific Duties

- Coordinate communication among the applicants, clients, intake specialists and Haven DV Staff Attorney regarding case status
- Timely communicate with applicants and clients to obtain more information as needed
- Perform conflict screening, assist applicants with forms and coordinate with intake staff in the gathering of relevant information
- Provide overall support to Haven DV Staff Attorney
- Draft correspondence, discovery and simple pleadings or use appropriate MLSA forms
- Calendar in the system case related dates and events
- File pleadings in local courts (conventional and electronic); service of court filings and discovery; investigate, examine and analyze documents obtained from the court files, in discovery and from other sources as needed or requested
- Assist with case file management including organizing and maintaining electronic and paper files
- Other duties as assigned by Haven DV Staff Attorney and MLSA management

Requirements

- Associate's degree or paralegal training preferred, but not required
- Legal experience preferred, but not required
- Excellent oral and written communication skills
- Ability to work independently with a high degree of accuracy and attention to detail
- Ability to work with diverse and low-income clients in emotionally charged situations
- Ability and willingness to work cooperatively and collegially within a decentralized statewide law firm
- Proficient at the use of technology, including, but not limited to, word processing, spreadsheets, internet-based programs and computer-based legal research
- Willingness to learn and further develop technology skills and abilities

The Montana Legal Services Association is an Equal Opportunity Employer.

Salary: \$13.00 per hour.

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

Submission Deadline: Screening of applications will begin on February 25, 2019, and the position will remain open until filled.