

Job Title: Legal Assistant, Public Benefits Practice Group
Location: Helena, Montana



The full-time Legal Assistant will provide support for the Public Benefits Staff Attorney and provide 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 Public Benefits 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.
- Conduct outreach and education regarding public benefits legal issues.
- Provide overall support to Public Benefits Attorney.
- Draft correspondence and simple pleadings or use appropriate MLSA forms.
- Calendar case-related dates and events in the system.
- Assist with case file management including organizing and maintaining electronic and paper files.
- Other duties as assigned by the Supervising Attorney or 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, low-income clients.
- Ability to travel, occasionally overnight.
- 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. People of color, women, people with disabilities, gay, lesbian, bisexual and transgender persons are welcome and are encouraged to apply.

Salary: \$30,000/year. 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, resume, and list of three professional references, to hiring@mtlsa.org.

Submission Deadline: Screening of applicants will begin on July 6, 2020, and the position will remain open until filled.