

Job Title: Legal Assistant – Billings, MT



The full-time Legal Assistant based in MLSA's Billings office will provide support for the Domestic Violence Staff Attorney and for the statewide Domestic Violence Practice Group. The Legal Assistant will also provide 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 the 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 the DV Staff Attorney.
- Draft correspondence and simple pleadings or use appropriate MLSA forms.
- Calendar case-related dates and events in the system.
- 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 the 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, 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.

MLSA is an equal opportunity employer and we consider the diversity of our staff to be vital to our organization's success. We strongly encourage and welcome people of all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, ages, genders, and physical abilities to apply.

Salary: \$31,000-\$37,000 per year, DOE. MLSA offers an attractive benefits package, including health, dental, vision, and life insurance, retirement and educational loan repayment assistance.

To Apply: Send a cover letter, resume, and three professional references to [hiring@mtlsa.org](mailto: hiring@mtlsa.org).

Submission Deadline: Screening of applications will begin immediately. The priority deadline for applications is November 23, 2020. The position will remain open until filled.