

MONTANA LEGAL SERVICES ASSOCIATION



Position Title: Crime Victim Staff Attorneys (two positions)

Location: Billings and Helena

The Crime Victim Staff Attorneys will provide direct emergency legal services including legal advice and brief services for crime victims throughout the state of Montana.

Specific Duties

- Interviewing, meeting with, and advising victims of crime with civil legal matters.
- Developing and maintaining specialized knowledge of the legal needs of crime victims.
- Providing services ranging from brief counsel and advice, to more extended representation on core legal issues affecting victims of crime.
- Composing correspondence, pleadings and other documents.
- Researching the law and preparing memoranda.
- Participating in MLSA's statewide initiatives and impact work, and implementing 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 Director of Advocacy.

Requirements

- Law Degree and current license to practice law in Montana.
- Prior legal services experience preferred, particularly experience working with crime victims.
- 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, 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.
- Ability to travel within the state of Montana, occasionally overnight.

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: \$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 cover letter, resume, writing sample and three professional references to hring@mtlsa.org. Screening of applications will begin immediately and the priority deadline is December 1, 2020. The position will remain open until filled.

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[https://montanalegal.sharepoint.com/sites/Shared Files/Shared Documents/Documents/Administrative/Personnel/Job Postings/All 2020/Crime Victim Atty/Crime Victim Staff Attorney-Billings-Helena 11-2020.docx](https://montanalegal.sharepoint.com/sites/Shared%20Files/Shared%20Documents/Documents/Administrative/Personnel/Job%20Postings/All%202020/Crime%20Victim%20Atty/Crime%20Victim%20Staff%20Attorney-Billings-Helena%2011-2020.docx)