



MONTANA LEGAL SERVICES ASSOCIATION

Position Title: Domestic Violence Staff Attorney

Location: Helena, MT

The Domestic Violence Staff Attorney position will provide civil legal assistance to clients of the Friendship Center and to survivors of domestic violence and sexual assault in Lewis & Clark, Broadwater, and Jefferson Counties. The position will be based at the Helena office of the Montana Legal Services Association (MLSA). Services provided will range from brief counsel and advice, to more extended representation. Requires travel within Montana.

This position will handle all aspects of legal representation for survivors of sexual assault and domestic violence, including client contact, pleading preparation, research, file maintenance, and hearing and trial work. Areas of law covered will include all aspects of civil poverty law, but will be focused primarily on family law and Orders of Protection. The staff attorney will also participate in MLSA's statewide initiatives, implement grant and contract requirements through casework and foster pro bono involvement with the private bar.

Specific Duties

- Interview, meet with, advise, and represent eligible clients on civil matters.
- Conduct safety planning with clients and connect them to appropriate resources.
- Compose correspondence, pleadings and other documents.
- Develop law related educational programs and materials directed to the client community or agencies regarding the legal rights of survivors of sexual assault and domestic violence.
- Research the law and prepare memoranda.
- Handle all aspects of a client's legal matter, including preparing pleadings, negotiation, mediation and trial work.
- Work with other MLSA staff to recruit, train and support pro bono attorneys when appropriate.
- Develop and maintain specialized knowledge of domestic violence, sexual assault, and general poverty law issues.
- Participate in MLSA statewide initiatives and impact work.
- Other duties as assigned by the Supervisor.

Requirements

- Law Degree and current license to practice law in Montana.
- Prior legal services experience or prior experience working low income clients, preferred.
- Prior experience working with survivors of domestic violence and sexual assault, preferred.
- An understanding of the legal needs of domestic violence and sexual assault survivors, including the unique needs of populations that experience particular barriers to access to justice systems.
- Knowledge of substantive legal areas affecting domestic violence and sexual assault survivors, including, but not limited to, Orders of Protection, dissolutions, parenting

plans, and other family law matters.

- Ability to effectively communicate, to motivate others, and 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.
- A willingness to establish and maintain effective relationships with clients, the public, judges, court personnel, project partners 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, 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 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, resume, and the names of three references by email to [hiring@mtlsa.org](mailto: hiring@mtlsa.org).

Deadline: Screening of applicants will begin immediately. The priority deadline for applications is January 8 2020. The position will remain open until filled.