

JOB ANNOUNCEMENT

Central Minnesota Legal Services is seeking qualified applicants for a full-time Legal Assistant position located in its St. Cloud office.

Responsibilities: The legal assistant will work under the supervision of attorneys practicing in the areas of family law, criminal records expungement and government benefits. Interview clients; draft legal pleadings, assist with e-filing, compiling data and helping with reports, outreach to community organizations, notarizing documents; assist with the program's website; other duties as assigned.

Background: CMLS is a 3-office program with 28 employees, providing free legal representation to low-income clients in 21 counties in central Minnesota. This position will be located in the St. Cloud office but may require travel throughout the 21 counties served by CMLS. CMLS also has offices in Minneapolis and Willmar. The mission of Central Minnesota Legal Services is to advocate for access to the civil justice system for low income people by providing high quality legal services and to improve the lives of people living in poverty by empowering self-advocacy skills through legal education.

CMLS is funded primarily by a grant from the Legal Services Corporation. CMLS also has other funding sources to provide civil legal services to other low-income populations in its 21-county service area. CMLS enjoys a good rapport with, and strong support, from the organized bar and the local judiciary.

Qualifications: Demonstrated commitment to the problems of low income and vulnerable persons. Excellent oral and written communication skills. Familiarity with Microsoft Office; experience with websites; ability to work with electronic case management systems. Knowledge of community resources for low-income people; understanding of the state court system. Ability to work in a fast-paced office with a collaborative, supportive team environment. Preference for candidates with experience working in the legal system or other systems in which advocacy are performed in the areas of family law and government benefits. Valid driver's license and reliable vehicle required. Ability to speak Spanish/Somali a plus.

Salary: D.O.E. FTE pursuant to the CMLS salary schedule. Excellent benefits.

Starting Date: As close to June 1, 2019 as possible.

Application Deadline: May 10, 2019 or until filled.

Mail or e-mail cover letter, resume, references and writing sample to:

Sheila Merriman
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No Phone Calls Please

CMLS is an equal opportunity employer.