

JOB ANNOUNCEMENT

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

Responsibilities: The paralegal 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 non-profit law firm with 26 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 occasional travel throughout the 21 counties served by CMLS. CMLS also has offices in Minneapolis and Willmar. Our mission 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: Minimum Paralegal AS degree, Paralegal certificate or equivalent experience. Demonstrated commitment to the problems of low income and vulnerable persons. Must have an ongoing commitment to further principles of diversity, equity, inclusion, and racial justice. Experience working with individuals experiencing trauma is a plus. Familiarity with Microsoft Office suite and ability to use office equipment are required.; experience with websites; ability to work with electronic case management systems. Knowledge of community resources for low-income people. Ability to work in a fast-paced office with a collaborative, supportive team environment. Familiarity with the Minnesota state court system and experience working in an office environment are beneficial. Valid driver's license and reliable vehicle required. Ability to speak Spanish/Somali a plus.

Salary: D.O.E. up to \$37,364 pursuant to the CMLS salary schedule. Excellent benefits.

Starting Date: As close to January 2, 2020 as possible.

Application Deadline: December 18, 2020 or until filled.

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

Sheila Merriman
CMLS
110 6th Avenue South, Suite 205
Saint Cloud, Minnesota 56301
smerriman@centralmnlegal.org

No Phone Calls Please

CMLS is an equal opportunity employer.