

JOB ANNOUNCEMENT

Central Minnesota Legal Services: Full time paralegal position available for our Minneapolis office.

Responsibilities: The paralegal will work within a team structure to support both legal and administrative work in a 20-person office. The paralegal will support attorneys practicing in the areas of family law, housing and government benefits, with most document production focusing on family law. Duties include drafting letters and pleadings, client communication, e-filing documents with the Minnesota and federal court systems, file creation and maintenance, and entering accurate information into the firm's electronic case management system, LegalServer. Administrative tasks include receptionist duties, answering phones and screening calls, assisting with timekeeping, some light accounting tasks, preparation of reports, filing, occasional transcription and other duties as requested to facilitate office functions.

Background: CMLS is a nonprofit law firm providing free legal representation to clients with low income in 21 counties in central Minnesota. The Minneapolis office serves Anoka and Hennepin Counties. Our mission is to advocate for access to the civil justice system for individuals with low income 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 service area. CMLS enjoys a good rapport with, and strong support from, the organized bar and the local judiciary.

Qualifications: Minimum Paralegal AS degree or Paralegal certificate or equivalent experience. Demonstrated commitment and sensitivity to the problems of persons experiencing poverty. Must have an ongoing commitment to further principles of diversity, equity, inclusion, and ability to work effectively with people from different cultural backgrounds is essential. Experience working with individuals experiencing trauma is a plus. Must be able to work in a fast-paced office with a collaborative team approach. Attention to detail, excellent computer skills, familiarity with Microsoft office suite, and ability to use office equipment are required. Familiarity with the Minnesota state court system and experience working in an office environment are beneficial. Ability to speak Spanish or Somali a plus.

Salary: D.O.E. up to \$38,345 on the CMLS salary schedule. Excellent benefits.

Starting Date: As close to August 2, 2021 as possible.

Application Deadline: July 2, 2021 or until filled.

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

Tina Collins-Foye
CMLS
111 North Fifth Street #402
Minneapolis, MN 55403
Email applications: info@centrallmnlegal.org

No Phone Calls

CMLS is an equal opportunity employer.