

## 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 administrative and legal work in a fast-paced office environment. The paralegal will support attorneys practicing in the areas of family law, housing, and government benefits, with most document production focusing on family law. Administrative tasks include receptionist duties, answering phones and screening calls, occasional face to face interaction with clients and applicants for our services; assisting with timekeeping, some light accounting tasks, preparation of reports, filing, occasional transcription and other duties as requested to facilitate office functions. Case work includes 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.

**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 increase access to the justice system for individuals with low income by providing high quality legal services, challenging inequities and empowering community members to participate in our legal system. CMLS is funded by state and federal grants and other funding sources to provide civil legal services to 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 diverse 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, Somali or other languages a plus.

**Salary:** D.O.E. up to \$44,304 on the CMLS salary schedule. Excellent benefits. Some remote work available in a hybrid weekly schedule.

**Starting Date:** Negotiable.

**Application Deadline:** Accepted until filled.

**Application:** Send or email cover letter and resume to:

Hiring Committee  
Central Minnesota Legal Services  
111 North Fifth Street, Suite 402  
Minneapolis, MN 55403-1694  
Email applications: [info@centralmnlegal.org](mailto:info@centralmnlegal.org)

**No Phone Calls**

CMLS is an equal opportunity employer.