

## JOB ANNOUNCEMENT

### **POSITION AVAILABLE: MANAGING/SUPERVISING ATTORNEY**

Central Minnesota Legal Services (CMLS) is seeking a managing or supervising attorney for its St. Cloud area office.

**BACKGROUND:** CMLS is a four-office program with 35 employees providing free legal representation to low-income clients in 21 counties throughout central Minnesota. CMLS' mission is to increase access to justice by providing high quality legal services to individuals experiencing poverty, empowering community members to participate in our civil legal system, and challenging societal inequities. The position will be located in the St. Cloud office and involve some travel throughout 20 of the 21 counties in the CMLS service area. The St. Cloud office serves a 9-county area. The Willmar office serves a 10-county area. Expansion efforts for the Volunteer Attorney Program are beginning in Anoka County and occasional travel is required.

CMLS has a current budget of \$4 million. It is funded primarily by the federal Legal Services Corporation, the Legal Services Advisory Committee of the Minnesota Supreme Court, and other grants. CMLS enjoys a good rapport with, and strong support, from the organized bar and the local judiciary.

**RESPONSIBILITIES:** The managing/supervising attorney is responsible for day-to-day supervision of staff in the St. Cloud and Willmar offices, including leading office and file review meetings and ensuring compliance with regulations and policies. The managing/supervising attorney will also handle their own caseload, primarily in family law, and supervise a vibrant Volunteer Attorney Program. The managing/supervising attorney will ensure that required reports are timely completed and work collaboratively with the Executive Director. The program has a commitment to service work, including litigation, administrative advocacy, community legal education and outreach, as appropriate to client needs. This is an exempt position and there will be occasional work outside of normal working hours.

**QUALIFICATIONS:** Demonstrated commitment and sensitivity to the problems and needs of low income and vulnerable persons. Experience working with volunteer attorneys and pro bono programs desired. The managing attorney candidate should have at least five years post-law school poverty law experience; preference for family law experience. Licensed to practice law in Minnesota. A vehicle and valid driver's license required as work assignments will mean travel throughout the 20-county service area.

Admitted to the Minnesota Bar. Attorneys admitted in another state can get temporary pre-exam admission.

**SALARY:** \$76,494 to \$95,422 D.O.E. pursuant to CMLS salary schedule. Excellent benefits. Hybrid work policy, some remote work available.

**STARTING DATE:** As soon as possible after the position is filled.

**APPLICATION:** Send resume, including references and writing sample by October 27 (applications will be accepted until the position is filled) to:

Daniel Morris  
Executive Director  
Central Minnesota Legal Services  
111 North 5<sup>th</sup> Street, Suite 402  
Minneapolis, MN 55403  
Email: [info@centralmnlegal.org](mailto:info@centralmnlegal.org)

CMLS is an equal opportunity employer.