

JOB ANNOUNCEMENT

Central Minnesota Legal Services: Full-Time Legal Secretary/Office Manager position available for our Minneapolis office.

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.

Responsibilities: The Legal Secretary/Office Manager will work within a team structure to support both legal and administrative work in a 20-person office. 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. The Legal Secretary/Office Manager will support paralegals and attorneys practicing in the areas of family law, housing, and government benefits, with most document production focusing on family law. Duties include drafting letters, client communication, e-filing documents with the Minnesota and federal court systems and entering accurate information into the firm's electronic case management system, LegalServer.

Qualifications: 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 Office 365, and ability to use office equipment are required. Familiarity with the Minnesota state court system and experience working in an office environment are preferred. Ability to speak Spanish, Somali or other languages a plus.

Salary: \$46,916 – \$56,056 D.O.E. on the CMLS salary schedule. Excellent benefits. This position will be in the office 4-5 days per week.

Starting Date: As soon as possible after position is filled.

Application Deadline: December 29, 2023, or until filled.

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CMLS is an equal opportunity employer.