

Job Announcement - For Posting Only

MINNESOTA – LEGAL ASSISTANT HOUSING UNIT

POSITION: Mid-Minnesota Legal Aid (Legal Aid) seeks a full-time legal assistant to aid its Minneapolis Housing Team in the representation of tenants. Legal Aid's mission is to advocate for the legal rights of disadvantaged people to have safe, healthy, and independent lives in their communities. Legal Aid provides free civil legal representation to clients with low incomes and seniors throughout 21 counties in central Minnesota, and to people with disabilities throughout the state. The Minneapolis office generally serves clients who live in Hennepin County.

Legal Aid is supported by funding from the State of Minnesota, the federal government, local governments, the United Way, foundations, local law firms and corporations, etc. Legal Aid enjoys a good rapport with, and strong support from the organized bar. Legal Aid does not receive funds from the Legal Services Corporation.

RESPONSIBILITIES: Responsibilities include support of attorneys in litigation, interaction with clients, and case investigation. The successful applicant will help attorneys prepare for hearings and trials, obtain and manage case information, work directly with clients, and assist in grant reporting.

QUALIFICATIONS: Applicants must have a demonstrated interest in and commitment to the needs of low-income/vulnerable clients. Applicants must have excellent written and oral communication skills, high self-motivation, and the ability to work well under pressure. Proficiency using Microsoft Office and Windows is required. Legal training, knowledge of community resources, experience with case management software, and experience with diverse populations are helpful. Proficiency in a second language is a plus, specifically Spanish, Somali, Arabic, Oromo, or Hmong.

SALARY: Full-time starting salary for the position is \$32,088 to \$37,776, depending on experience. Benefits include vacation, sick leave, family medical, life, and short-term and long-term disability insurance.

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

APPLICATIONS: Submit cover letter, resume, three job-related references, and a writing sample online at: www.mylegalaid.org/jobs by Friday, January 18, 2019, or until position is filled.

No calls please.

Legal Aid is an equal opportunity/affirmative action employer.