

## **MINNESOTA – LEGAL ASSISTANT AND INVESTIGATOR HOUSING UNIT**

**POSITION:** Mid-Minnesota Legal Aid (Legal Aid) seeks a full-time legal assistant for its Minneapolis office. The legal assistant will help the housing unit represent low-income and vulnerable tenants.

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 primarily serves clients living in Hennepin County. Legal Aid's focus is to provide the legal help needed so that its clients can meet their most basic needs such as access to safe and secure housing, safety from domestic violence, access to government programs that provide baseline cash and food support, and access to health care.

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 investigate case facts, help attorneys prepare for hearings and trials. They will be able to analyze, evaluate, and record property conditions at client homes, including conditions that involve insect and rodent infestations. They will testify in court about their observations.

**QUALIFICATIONS:** Applicants should have a demonstrated interest in and commitment to the needs of low-income/vulnerable clients. Applicants must have excellent written and oral communication skills, experience with computers and e-mail, high self-motivation and the ability to work well under pressure. Legal training, knowledge of community resources, experience with case management software, experience with diverse populations, and experience with client home visits are helpful. Proficiency in a second language is a plus, specifically Spanish.

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

**STARTING DATE:** As soon as possible after positions are filled.

**APPLICATIONS:** Submit cover letter, resume, three job-related references, and a writing sample online at: [www.mylegalaid.org/jobs](http://www.mylegalaid.org/jobs) by Monday, April 2, 2018, or until position is filled.

**No calls please.**

**MMLA is an equal opportunity/affirmative action employer.**