MONTANA LEGAL SERVICES ASSOCIATION

Position Title: Supervising Attorney, Victim Rights Practice Group
Location: Helena

The Supervising Attorney for the Victim Rights Practice Group will work with MLSA's Executive Director to establish a new Victim Rights Practice Group at MLSA. The Supervising Attorney , along with the Executive Director and Victim Rights Project Coordinator, will provide overall direction and oversight for MLSA's Victim Rights Practice Group, and determine how to best provide civil legal services to victims of crime. The Supervising Attorney will provide direct emergency legal services for crime victims throughout the state of Montana. This position also will be responsible for supervising the Victim Rights Staff Attorney and the Elder Justice AmeriCorps Attorney Fellow. Requires travel within Montana.

Direct legal services provided will range from brief counsel and advice, to more extended representation. The position will also participate in MLSA's statewide initiatives, implement grant and contract requirements through casework and foster pro bono involvement with the private bar.

Specific Duties

- Provide oversight for MLSA's Victim Rights Practice Group.
- Supervise the Victim Rights Staff Attorney and the Elder Justice AmeriCorps Attorney Fellow.
- Interview, meet with, and advise victims of crime with civil legal matters.
- Develop and maintain specialized knowledge of the legal needs of crime victims.
- Provide services ranging from brief counsel and advice, to more extended representation on core legal issues affecting victims of crime.
- Work with the Executive Director and Victim Rights Project Coordinator to develop a stronger network for information, referrals and education for crime victims and service providers statewide.
- Compose correspondence, pleadings and other documents.
- Research the law and prepare memoranda.
- Participate in MLSA's statewide initiatives and impact work, and implement grant and contract requirements through casework.
- Develop legal resources for use by victims of crime, advocates and pro bono attorneys.
- Prepare and provide cross-training on legal matters affecting victims of crime, to crime victims, service providers, community members, and other stakeholders statewide..
- Other duties as assigned by the Executive Director.

Requirements

- Law Degree and current license to practice law in Montana, or ability to become licensed in Montana.
- At least 5 years experience in the practice of law.
- Prior supervisory experience, preferred.
- A willingness to assume a varied case load.

- An understanding of the civil legal needs of crime victims, including the unique needs of populations that experience particular barriers to access to justice systems.
- Knowledge of substantive legal areas affecting crime victims.
- Ability to effectively communicate, to motivate others, and to work collaboratively with diverse groups of people with varying perspectives, and experience and expertise.
- Ability and willingness to learn and integrate new technologies and methodologies to efficiently perform responsibilities.
- A willingness to establish and maintain effective relationships with clients, the public, judges, court personnel and the bar.
- Ability and willingness to work cooperatively and collegially within a decentralized statewide law firm.
- Excellent written and verbal communication skills.
- Excellent attention to detail.
- Ability to work independently in a deadline-oriented environment.
- A "can do" attitude and a willingness to pitch in where needed.
- Strong commitment to insuring equal access to justice.
- Proficient at the use of technology, including, but not limited to, word processing, spreadsheets, internet-based programs and computer-based legal research.
- Ability to travel within the state of Montana, occasionally overnight.

The Montana Legal Services Association is an Equal Opportunity Employer.

Salary: $55,000. MLSA offers an attractive benefits package, including health, dental, vision, and life insurance, retirement and educational loan repayment assistance.

To Apply: Send a letter of interest, three professional references, writing sample, and resume to hiring@mtlsa.org.

Submission Deadline: Screening of applicants will begin on November 4, 2016, and will continue until the time of selection.

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