



Probate Project Attorney

Legal Aid of Western Michigan (LAWM) is seeking a driven and motivated Probate Project Attorney to join our team of passionate, mission-driven individuals!

We are a non-profit law firm that proudly delivers free legal assistance to communities up and down the West Michigan lakeshore. Our civil legal work involves eviction defense and preventing homelessness, securing independence and safety for survivors of domestic abuse, ensuring that people have the basic income they need to meet the necessities of life, and more.

At LAWM, our core mission is to protect rights, challenge injustice, and fight poverty through free legal advocacy for people and families. We're on the hunt for a new Probate Project Attorney who will play an essential role in a new project to provide estate planning services to low-income homeowners, in collaboration with volunteer attorneys.

Initially under the supervision of LAWM's Director of Advocacy, the Probate Project Attorney is responsible for conducting new client intakes and assessing cases, setting up case files for work by volunteer attorneys, and providing direct services to eligible clients. They also work with LAWM's Pro Bono Team to recruit and train volunteer attorneys and to organize pro-bono clinics across our 17-county service area. This role regularly engages in community outreach and relationship building.

The Probate Project Attorney's home office could be LAWM's office in either Grand Rapids, Kalamazoo, Muskegon, or Holland. Travel within LAWM's 17-county service area is required (mileage reimbursed). Because they need to be present at pro-bono clinics, some evening and weekend hours will be required.

If this all sounds like a good fit for you, we'd love for you to apply!! Please send your resume and cover letter to our HR Team at Careers@lawestmi.org. And if you need any accommodations throughout the application or hiring process, definitely let us know!

The starting salary for the Probate Project Attorney position is \$65,000, depending on experience. We offer an additional \$2,500 annual stipend for an individual who is bilingual and biliterate in English and Spanish.

LAWM IS AN EQUAL OPPORTUNITY EMPLOYER. We believe in diversity, equity, and inclusion as core principles driving our staff recruitment and our mission.

Here's a sampling of what the Probate Project Attorney will be responsible for:

- Provide intake services and referrals as appropriate to clients
- Relay legal advice to clients over the phone or in writing
- Ensure appropriate notes and documentation are entered in the case management system

- Assess prospective clients' legal needs for merit and potential representation in consultation with other LAWM staff and following LAWM's established case priorities
- Manage a caseload
- Attend case acceptance and case review meetings
- Adhere to LAWM program priorities and case handling policies/procedures, as well as the highest professional and ethical standards
- Regular, predictable attendance and adherence to approved work schedule
- Assess prospective clients' eligibility for legal services
- Conduct legal research and drafting memoranda as needed
- Prepare legal documents and correspondence
- Conduct investigations and discovery
- Perform data entry and management tasks
- Organize and maintain physical and electronic files
- Participate in outreach events
- Build collaborative relationships with volunteer attorneys and others within the community
- Show a collaborative and team-focused spirit; Assist other staff as needed
- Assist in the training of volunteer attorneys and other staff members
- Perform other duties as assigned

The ideal Probate Project Attorney will have the following Education & Experience:

- A license to practice law in the state of Michigan required
- 3-5 years of probate experience
- Litigation and client counseling experience
- Project management experience

We need our Probate Project Attorney to possess these Skills & Knowledge:

- Ability to articulate information and concepts calmly and clearly
- Excellent written and verbal communication skills
- Proficiency with Microsoft office programs
- Demonstrated ability to learn and efficiently use case management systems and other technology tools
- Knowledge of data entry and management
- Strong organizational skills and ability to manage competing deadlines and a variety of tasks
- Ability to perform complex tasks requiring independent knowledge and its application to non-routine situations
- Ability to work independently with minimal supervision
- Ability to coordinate remotely with a team
- Demonstrated socio-economic and cultural sensitivity and a commitment to providing access to justice
- Fluency in Spanish preferred

And last, but definitely not least... **BENEFITS!**

We are committed to promoting a healthy work/like balance, and our staff enjoy:

- A 35-hour work week
- Generous Annual Leave and Sick Leave
- Thirteen Paid Holidays per year
- HMO and HSA Health Insurance options, with an employer contribution to premiums, as well as a payout option for staff who opt out of health insurance coverage
- Employer-Paid Dental and Vision Insurances
- Employer-Paid Short-Term and Long-Term Disability Insurances
- Life and AD&D Insurance
- Annual employer contributions to 403b accounts for eligible employees
- Being part of a team that is making a positive and lasting impact on their community
- In addition, our organization is a qualifying employer for most loan forgiveness programs

Oh, and HR said we had to include this section about the Workplace & Environment:

Physical Demands

The physical demands described here are representative of those that must be met by a LAWMM teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may be regularly required to stand, sit, talk, hear, reach, stoop, kneel, and use hands and fingers to operate a computer, telephone, and keyboard.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting may be required.
- Ability to transport oneself and be physically present for offsite activities that require in-person attendance required.

Work Environment

The work environment characteristics described here are representative of those a LAWMM teammate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate noise (i.e., business office with computers, phone, and printers, light foot traffic and conversation)
- Work performed in a defined area, such as an office, cubicle, or approved remote workstation
- Exposure to dust and fluctuation in inside temperatures

Made it all the way to the end? Way to go! We appreciate your sticktoitiveness and think you should definitely apply! Please send your resume and (optional) cover letter to our HR Team at Careers@lawestmi.org.

Thanks!