



## **Legal Secretary Position Posting Fort Washakie, WY**

### **WHO WE ARE**

The Wyoming Coalition Against Domestic Violence and Sexual Assault (WCADVSA) is a social change, non-profit, non-governmental organization that was founded in 1987 to support statewide needs of domestic violence and sexual assault (DVSA) programs, their communities, and survivors across Wyoming. The work of the WCADVSA is guided and supported by its staff and DVSA membership. Through a collective voice, we are committed to provide leadership, education, and system advocacy to advance social change and end violence. For the WCADVSA Legal Assistant position, hiring will be based on qualifications and organizational needs.

### **THE LEGAL PROJECT**

The WCADVSA Legal Project is funded through a grant received from the Office on Violence Against Women (OVW), and Equal Justice Wyoming (EJW). The Legal Project has been funded since 1998 in competitive grant cycles. 5 Staff Attorney positions, a Paralegal and 1.5 Legal Secretary positions are funded to complete the grant goals which include providing direct civil legal services on behalf of victims of domestic violence, sexual assault and stalking statewide. This Legal Secretary position, located within the WCADVSA's Legal Project Fort Washakie Office, will provide legal assistance and support to the legal staff consisting of up to three attorneys.

### **COMMITMENT TO DIVERSITY**

The WCADVSA is committed to diversity of experience and background in its workforce. Individuals from diverse backgrounds are encouraged to apply. The WCADVSA welcomes diversity on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, age, and disability.

### **QUALIFICATIONS**

- Legal Secretary program certificate, Paralegal degree or equivalent work experience will be preferred.
- Demonstrated ability to work with people from varied backgrounds, cultures, ethnicities, and abilities. Individuals with lived experiences will be given preference.
- Understanding causes of violence rooted in racism and oppression as connected to domestic violence, sexual violence, dating violence, and stalking with a strong commitment to ending violence and oppression of all peoples.

- Strong interpersonal, verbal and written communication skills, including maintaining a good working relationship with the public.
- Proficiency with spreadsheet and word processing programs including Microsoft programs and Google platform.
- Detailed focus and self-starter with the ability to manage time, evaluate progress and adjust activities to complete work within established time frames without direct day-to-day supervision.
- Ability to work independently as well as collaboratively; demonstrated team building, limit setting, problem solving, creative/analytical thinking and organizational skills.

## **POSITION REQUIREMENTS**

- Prepare and type legal and administrative correspondence and documents, maintain legal files, conduct legal research, communicate with clients, courts, agencies and the general public and answer telephones.
- Receive and process incoming applications for legal services, including conflict of interest checks.
- Participate in weekly application review process.
- Calendar dates for hearings/meetings as well as due dates for legal proceedings.
- Respond to written and telephone inquiries under the direction of staff attorneys.
- Maintain and update project application files.
- Maintain the “ABACUS” legal software program, legal forms and files.
- Process client satisfaction survey forms.
- This position will not provide legal advice.
- Work toward activities that support social norms change to end violence in Wyoming.
- Participate in WCADVSA meetings and trainings as appropriate.
- Successful background check and determination of suitability to interact with minors.
- Understand principles of and maintain confidentiality as required by law.
- Other duties as assigned.

## **WORK ENVIRONMENT**

As an organization, we strive to provide a work environment that reflects the needs of employees not only in their work but within the intersections of their personal lives. The WCADVSA works to respond to immediate needs of staff, while also being proactive. We value celebrating and supporting one another through relationships based on lived-experience and individual needs.

The WCADVSA embraces ongoing training, continued education, and learning through models that aren’t necessarily the norm.

The position is based in the WCADVSA Fort Washakie office. We are open to pets hanging out with staff in the offices! We encourage casual dress, with business attire when meeting with business contacts.

The WCADVSA will provide a computer, printer, telephone, and other equipment required to be able to complete position responsibilities. Knowledge about equipment setup and basic troubleshooting is important.

## **RELATIONSHIPS**

We value opportunities for staff to be relational with one another and specifically in this position, as project development and support relates to other co-workers' activities. This position is supervised by the WCADVSA Supervising Attorney and Program Attorneys.

## **CONDITIONS OF EMPLOYMENT**

Adhere to all stipulations of the WCADVSA Policies.

## **CLASSIFICATION**

At-Will, Full Time 40 Hours Per Week, Non-Exempt.

## **SALARY**

\$40,000 - \$45,000, commensurate with experience.

## **BENEFITS**

The WCADVSA offers a competitive package that includes benefit dollars for Health, Vision, Dental, Life, Accident, and Critical Illness Insurance. The WCADVSA recognizes the importance of leave to sustain staff by providing vacation, sick, personal, medical, and holiday leave. We honor the lifetime sustainability of staff by providing retirement options through the Wyoming Retirement System and other retirement supports. The WCADVSA also provides a daily paid lunch hour as part of a regular day of work.

## **POSITION FUNDING SOURCE SUPPORT**

This position will be primarily funded through federal and state sources administered through the U.S. Department of Justice, Office on Violence Against Women and Equal Justice Wyoming.

Please provide a cover letter, resume, and contact information of three professional references to

**Lindsey Hunt, [lhunt@wyomingdvsa.org](mailto:lhunt@wyomingdvsa.org) (preferred),**  
mail to PO Box 236, Laramie, WY, 82073 or  
hand delivered to 710 Garfield, Suite 218 East, Laramie, WY 82073.

Application will be reviewed beginning **March 15, 2023**. Position will remain open until filled.