



## Part-time Clinic Supervisor, Milwaukee Justice Center JOB DESCRIPTION

### **GENERAL PURPOSE OF THE JOB:**

Under general direction of the Milwaukee Justice Center (MJC) Legal Director, to serve as a part-time clinic supervisor in the Milwaukee Justice Center's self-help services. This position is part-time at 25 hours per week. This position is funded through the Milwaukee Justice Center's partnership with the Milwaukee Bar Association and Milwaukee Bar Association Foundation. The person in this position will be employed by the Milwaukee Bar Association with job responsibilities taking place in the Milwaukee Justice Center at the Milwaukee County Courthouse

### **ABOUT THE MILWAUKEE JUSTICE CENTER**

The Milwaukee Justice Center provides services to over 10,000 individuals per year who are representing themselves in their civil legal matter without the assistance of an attorney. The MJC offers self-help services through the Family Law Self-Help Desk, brief legal advice and referrals through the Marquette Volunteer Legal Clinics, dispute resolution through Parenting Conferences, and outreach of these services through the Mobile Legal Clinic.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise undergraduate interns, law students, and other volunteers in Family Law Self-Help Desk and the Marquette Volunteer Legal Clinic at the Milwaukee Justice Center
- Coordinate Parenting Conferences program, including volunteer management, collaboration with program partners (Child Support Services, Marquette Law School, Quarles & Brady), and data collection.
- Develop and maintain forms, checklists, resources and other materials for use by self-represented litigants
- Develop recommendations for the implementation and evaluation of revised procedures for interacting with unrepresented litigants
- Other duties as assigned by MJC leadership team

### **LICENSE/CERTIFICATION:**

- Admission to the Wisconsin State Bar

### **MINIMUM QUALIFICATIONS:**

- J.D. from an accredited law school and a license in good standing to practice law in the State of Wisconsin are required
- Certification as a Notary Public in Wisconsin, or ability to become a Notary Public are required
- Extremely effective written and oral communication skills; Ability to communicate with a variety of groups, including student volunteers, attorney volunteers, and the general public
- Ability to maintain focus and direction in a fast-paced and demanding clinic environment
- Positive and collaborative team member with with MJC staff / leadership and with MJC partners
- Experience in family law and public service preferred, as well as an interest to learn other civil practice areas
- Fluency in Spanish and familiarity with the Milwaukee County Courts strongly preferred

Please email your resume with a cover letter to Mary Ferwerda, MJC Executive Director,

[mary.ferwerda@wicourts.gov](mailto:mary.ferwerda@wicourts.gov).