



**Disability
Rights**
WISCONSIN

Position Announcement

Staff Attorney, Litigation

Position Information

Full-Time Equivalent: 40 Hours per week

Reports to: Managing Attorney, Litigation

Rate: \$60,000 - \$76,000 (annually), depending on Experience.

Location: Madison or Milwaukee hybrid work. Applicant must hold a license to practice law in Wisconsin or be able to obtain a Wisconsin license within three to six months of employment.

Job Hours: Monday through Friday, 8:30 a.m. – 5:00 p.m.

How to Apply

Application Instructions: Submit a resume **and** cover letter detailing your qualifications and experience as they relate to the minimum and preferred qualifications.

For priority consideration, apply online at our Careers page:

www.disabilityrightswi.org/careers

Application Deadline: April 15, 2026. Position will remain open until filled.

- 1-800-928-877 Toll Free | 1-833-635-1968 Fax
- info@drwi.org
- disabilityrightswi.org

Serving the state of Wisconsin with offices in Madison and Milwaukee

Note: You can request alternate formats of this position announcement. You may submit your application materials in alternate formats if needed. Contact drwhr@drwi.org for more information.

About Disability Rights Wisconsin

Disability Rights Wisconsin is Wisconsin's Protection and Advocacy system. The agency is charged with protecting the rights of individuals with disabilities and keeping them free from abuse and neglect. Employing a variety of means, our advocates and attorneys use individual casework and systems advocacy to achieve positive changes in the lives of people with disabilities and their families. We are seeking employees who value this work. In turn we treat our employees well, offering a supportive environment, talented colleagues, excellent benefits, and generous leave.

Disability Rights Wisconsin arose out of a disability civil rights movement demanding that the abuse of people with disabilities end and that people with disabilities be included in life, school, workplaces, and communities. Our core values include: Diversity, Dignity, Independence, Accessibility, Inclusion, Human Rights, and Liberation.

Our programs include:

- Protection & Advocacy for people with disabilities: addressing abuse/neglect, discrimination, access to services, education rights, institutional monitoring, and systemic reform.
- Disability Benefits Specialist: helping people access Social Security, Medicaid, Medicare, and private insurance.
- Family Care & IRIS Ombudsman: supporting people to remain in community-based settings.

- Victim Advocacy: advocacy and representation for crime victims with disabilities.

About This Position

Disability Rights Wisconsin is hiring two Staff Attorneys for its Litigation Team. The Attorneys will provide legal information, advice, and representation to individuals and groups seeking assistance on disability-related legal issues. The attorneys work collaboratively, through negotiation and mediation, to resolve problems and to provide assistance and/or direct representation in lawsuits, grievances, appeals, and fair hearings. The Attorneys will also provide guidance to internal and external partners through technical assistance and training.

Key Responsibilities

1. Direct Legal Services: (80%)

- Represent clients in litigation and pre-litigation settings.
- Perform legal research and writing.
- Conduct discovery, motion practice, pre-trial, trial, post-trial and appellate litigation.
- Participate in negotiations, mediations, and settlements.
- Accurately maintain case files and documentation.

2. Technical Assistance (10%)

- Provide subject matter expertise, case analysis, and legal interpretation for external partners and internal staff.
- Create training materials for advocates, external partners, parents, and people with disabilities in areas of subject matter expertise.

3. Program Support and Compliance (5%)

- Participate in external meetings and serve on committees as a DRW representative.
- Comply with program requirements such as reporting and filing deadlines.
- Respond to inquiries from media and other stakeholders as directed.

4. General (5%)

- Adhere to all DRW policies and procedures, including but not limited to work hours, timesheets, file maintenance, confidentiality, and security.
- Participate in DRW activities such as all staff meetings and committees.
- Participate in community outreach
- May be other related duties as assigned.

Note on Attorney - Litigation: The Attorney - Litigation designation is differentiated by the majority of time spent on client representation.

Qualifications

Required Qualifications

- Juris Doctorate and licensed to practice law in Wisconsin, or the ability to become licensed within three to six months of hiring.
- Effective written and oral communication skills.
- Computer skills, including email, word processing, and use of the internet, and using Microsoft Edge, Teams, SharePoint, and Outlook.
- Demonstrated ability to investigate specific issues, identify relevant facts, conduct research, negotiate, mediate, and litigate cases.

- Experience or direct contact with people of culturally diverse backgrounds.

Preferred Qualifications

- Experience/direct contact with persons with disabilities or social justice movements, either in a paid or unpaid capacity.
- Knowledge and skill in at least one area of law directly relevant to individuals with disabilities, including special education, housing discrimination, employment discrimination, government benefits, prevention of abuse and neglect in institutional and community settings, and community-based mental health programs.
- Experience conducting discovery, motion practice, preparing cases for contested hearings, and litigating through trial, post-trial, and appeal
- Experience working with advocates and providing legal and case management support.
- Personal or professional advocacy experience, which could include teaching or training, outreach, or technical assistance
- Ability to write and/or speak Spanish, Hmong, or American Sign Language (ASL) as well as English is desired.

Competencies

- Strong ability to analyze and resolve complex legal inquiries and issues.
- Proficient in trial advocacy.
- Demonstrated skill in collaborating with others to develop pragmatic and innovative solutions.
- Effective at building rapport and strong relationships with internal and external partners and clients at all levels, with a clear understanding of their needs and appropriate, timely responses.

- Committed to advancing belonging through continuous learning, modeling inclusive behaviors, and actively addressing bias.

Work Environment and Physical Demands

- **Sedentary work that primarily involves sitting and standing:** 27 to 40 or more hours
- **Moving about to accomplish tasks or moving from one worksite to another:** 8 hours or less
- **Repetitive motions that may include the wrists, hands, and fingers:** 27 to 40 or more hours
- **Communicating internally and externally, both verbally and in writing:** 27 to 40 or more hours
- **Must be able to exchange accurate information:** 27 to 40 or more hours
- **Light work that includes moving objects, boxes up to 10 pounds:** 1 hour or less

Travel

This position requires up to **10% travel** throughout the State of Wisconsin. Travel is anticipated to average 1 to 2 days per month, which may include an overnight stay. The travel schedule is expected to vary throughout the calendar year. While travel dates are typically scheduled far in advance, the position could require travel on short notice.

Day travel will be monthly, less than 1 to 2 days a month.

Overnight travel will be monthly, less than 1 to 2 days a month.

Benefits

Disability Rights Wisconsin places an unparalleled value on the well-being of our staff. The following benefits are offered for permanent employees who work 20 or more hours per week:

- Generous employer contribution for individual and family health insurance plus a Health Reimbursement Account for uncovered health care costs.
- Employer-provided Short-Term and Long-Term Disability Insurance
- 401(k) Retirement Plan with Employer Contribution
- Flex Spending Account
- Access to affordable, quality:
 - Dental, Vision Coverage
 - Additional Life Insurance for employee and spouse and children
 - Critical Illness Insurance
 - Identity Theft
 - Pet Insurance

- **Public Student Loan Forgiveness:**

Employment at our organization may qualify you for federal student loan forgiveness programs. We do not directly pay for – nor forgive – federal student loans. However, our status as a not-for-profit organization under Section 501 (c) (3), makes us an eligible employer. There may be other determining factors for one to qualify.

For more information, read the Federal Student Aid’s Public Service Loan Forgiveness (PSLF) page:

studentaid.gov/manage-loans/forgiveness-cancellation/public-service

Generous paid time off policies include:

- 10 Fixed and 4 Floating Holidays
- Leave time for:
 - Medical and Caretaking
 - Vacation
 - Personal
- Bereavement Leave

Additional benefits include the Employee Assistance Program (EAP), Commuter Choice, and Sabbatical Leave.

Equal Employment Opportunity Act (EEO) and Affirmative Action (AA)

We are an equal-opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status following Title VII of the Civil Rights Act of 1964 and the American with Disabilities Act (ADA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Our organization is committed to building a culturally diverse and inclusive environment.

Date of Job Description: March 2026