



TITLE: Housing Help Program Paralegal I

As a result of the expansion of a grant, the Housing Help Program (HHP) is seeking two Paralegals to work in the HHP Courthouse offices in Brooklyn (1 position) and Queens (1 position). The HHP provides clients with legal and social services, with the dual objectives of preventing the immediate threat of homelessness, and stabilizing families over time to reduce the risk of homelessness in partnership with a social services agency.

MAJOR PURPOSE OF POSITION

The Paralegal I position handles a wide range of functions that support the offices.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Handles basic client correspondence
- Schedule appointments and interview clients
- Interact with clients and assist clients in completing forms and releases
- Refer clients to outside agencies, including social service and medical providers; handle basic correspondence with clients
- Handle intakes from members of the public who contact the office requesting legal assistance
- Obtain and copy court and office files
- Draft, file and serve subpoenas and other legal documents
- Perform basic legal research and shepherd citations
- Provide trial support and take notes during trials and hearings
- Perform functions in the support staff band, unrelated to the Paralegal I title, only as necessary and on a temporary basis.

SECONDARY DUTIES/RESPONSIBILITIES

- Other duties as assigned

TRAINING AND QUALIFICATIONS

- GED or equivalent work experience (GED certificate, high school diploma, four years of responsible work experience, or some combination of work and education)
- Fluency in a second language common to our client population, and some relevant college level work and/or paralegal training preferred.
- One year of experience in a legal or other relevant work (paid or unpaid) environment.
- Ability to work flexible hours beyond 5:00pm
- Experience in and/or commitment to advocacy on behalf of low-income people is strongly desired
Strong writing, verbal, organization, and computer skills

Send resume and cover letter to: CMHackett@legal-aid.org or fax to (646) 616-4525

The Legal Aid Society is an Equal Opportunity Employer – Women, People of Color, Gays and Lesbians, Transgender People, Veterans and people with disabilities are encouraged to apply.

The Legal Aid Society
Civil Practice
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