



TITLE: Foreclosure Prevention Paralegal II

MAJOR PURPOSE OF POSITION

Subject to continued funding for a city-wide project, a Paralegal II position is immediately available to be based in the Queens Neighborhood Office and work with the Foreclosure Prevention Project which assists low income homeowners in retaining their homes and equity.

The Paralegal II will work with staff attorneys and *pro bono* volunteer attorneys to identify predatory lending practices, assist in fact development for cases in litigation and seek redress for clients through non-litigation strategies, including filing complaints with governmental agencies. The Paralegal II will also assist with outreach and community training.

The office handles a wide range of civil legal issues affecting low-income families and individuals, including housing, family, government benefits and disability.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Staff the foreclosure prevention clinic
- Provide direct assistance to clients
- Interview and assess client requests for services
- Analyze loan and related documents
- Advocate on behalf of clients with lenders and government agencies
- Assist with litigation tasks
- Participate in community outreach
- Policy advocacy on behalf of clients
- Conduct off-site community outreach work, including during evening hours

SECONDARY DUTIES/RESPONSIBILITIES

- Other duties as assigned

TRAINING AND QUALIFICATIONS

- Paralegal certificate from an accredited school, Bachelor's degree in relevant field or satisfactory completion of a comprehensive in-house training course appropriate to practice area
- Experience in and/or commitment to advocacy on behalf of low-income people is strongly desired
- Strong writing, verbal, organization, and computer skills
- Familiarity with real estate and mortgage issues is desirable
- Proficiency in languages other than English is desirable, but not required

Send resume and cover letter to: Harry Cadet - HXCadet@legal-aid.org or fax to (646) 616-4493

Posting Closing Date: March 12, 2010

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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