

**INTAKE SERVICES (PARALEGAL OR ATTORNEY)**

<b>CLASSIFICATION:</b> Union - Attorney I or Paralegal	<b>SALARY:</b> 59K+ DOE
<b>DEPARTMENT:</b> Legal	<b>FLSA STATUS:</b> Exempt
<b>REPORTS TO:</b> Directing Attorney	<b>APPLICATION DEADLINE:</b> UNTIL FILLED

For over 45 years, Bet Tzedek Legal Services has provided high-quality, free legal services to Los Angeles’ most vulnerable residents. Today, delivery of those legal services requires innovation and partnership. The Intake Services Attorney or high level paralegal is responsible for oversight and supervision of all aspects of Bet Tzedek’s Intake Department, including pre-screening of potential clients, securing eligibility and preliminary case information, providing referrals or brief counsel and advice, recruiting and retaining volunteers, partnering with program staff to help the Intake Department function effectively in relation to their work, and working with management to ensure grant compliance.

**ESSENTIAL DUTIES**

- Oversee all aspects of client pre-screening (incoming calls, walk-ins, conflicts, etc.) requesting legal assistance (intake pre-screening is currently fully remote under COVID-19 rules)
- Ensure timely and appropriate responses to all incoming requests for legal assistance
- Ensure compliance with grant requirements and eligibility standards
- Work with volunteer coordinator to recruit Intake volunteers, including law students, active attorneys, retired attorneys and retired judges
- Train and supervise all Intake volunteers
- Cultivate relationships with law schools and colleges to facilitate opportunities for student experiential learning
- Supervise the delivery of advice and counsel brief services or referrals
- Develop/maintain written policies and procedures for the Intake Department
- Utilize technology, including case management database software
- Work with Directing Attorney to evaluate new program pre-screening opportunities, conflicts policies and work with staff to make sure pre-screening functions effectively in relation to their work

**QUALIFICATIONS**

- JD and member of the California State Bar in good standing (preferred) or Paralegal Certification (required)
- Experience supervising volunteers, including law students and attorneys (preferred)
- 2-4 years legal generalist experience AND experience representing clients (preferred)
- Experience representing clients in subject areas handled by Bet Tzedek (preferred)
- Demonstrated patience, compassion, respect and commitment to serving low income persons (required)
- Bilingual and bi-literate in Spanish (preferred)
- Attention to detail and facility with technology (required)

**HOW TO APPLY:** Email letter of interest, resume, and salary requirement [tobettzedek.CC.911@applynow.io](mailto:tobettzedek.CC.911@applynow.io), subject line “INTAKE ATTORNEY.”

*Note: To best serve our community Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.*