

### PARALEGAL – PREVENTING AND ENDING HOMELESSNESS PROJECT

<b>CLASSIFICATION:</b> Paralegal I, (Union)	<b>SALARY:</b> \$50,596.14 + DOQ/DOE
<b>DEPARTMENT:</b> Housing	<b>FLSA STATUS:</b> Non- Exempt
<b>REPORTS TO:</b> Directing Attorney	<b>APPLICATION DEADLINE:</b> Until Filled

For 45+ years, Bet Tzedek Legal Services has provided high-quality, free legal services to Los Angeles’ most vulnerable residents. Core among those services is its Preventing and Ending Homelessness project (PEHP), which provides direct services to clients experiencing homelessness, or at risk of homelessness. Bet Tzedek seeks a paralegal to provide legal administrative support, including maintaining client records, scheduling client appointments, conducting intake interviews, preparing pleadings and discovery, and processing, filing, and serving legal documents. This key team member will also help compile project statistics and support other administrative duties.

#### ESSENTIAL DUTIES:

- Conduct client intake, from client eligibility to gathering of substantive facts for analysis of merits of case and participate in case review under the supervision of an attorney;
- Provide advice and counsel and brief and/or limited services under the supervision of an attorney;
- Prepare court forms and case documents for filing under the supervision of an attorney.
- Clearly and professionally communicate with clients, and, if necessary, opposing counsel; courts, and agencies for purposes of helping to resolve client matters, under the supervision of an attorney;
- Support attorneys with discovery requests, including assisting with drafting, serving, and preparing responses to interrogatories, requests for production, and requests for admissions, as well as helping attorneys arrange and arrange for depositions;
- Assist with outreach and education efforts, including delivering “Know Your Rights” presentations;
- Coordinate filing and service of appropriate documents;
- Maintain well-organized legal files and accurate case statistics;
- Assist with the administrative aspects of opening and closing files; and
- Timely entry of case and client information into legal database.

#### QUALIFICATIONS:

- Paralegal certification, AA/AS or BA/BS (highly preferred)
- Experience in state court systems, including state court e-filing systems (required);
- At least 2 years of law firm experience supporting multiple attorneys (preferred)
- Thorough knowledge of legal terminology, court rules, and procedures (required);
- Bilingual and biliterate in both English and Spanish (required);
- Proficiency with the Internet and Web-based applications (required);
- MS Office and legal database (Lexis/Nexis and/or Westlaw) proficiency (required);
- Demonstrated commitment to Bet Tzedek’s mission to provide free legal services to those who need them most (required); and
- Demonstrated commitment to applying principles of diversity, equity, and inclusion in performance of job duties (required).

#### HOW TO APPLY:

Email **letter of interest**, resume, and salary requirements to [bettzedek.70.C1D@applynow.io](mailto:bettzedek.70.C1D@applynow.io).

(Subject: “Paralegal, PEHP”) **Please, no phone calls.**

Note: This position is part of a special program created using designated funds; there is no assurance of ongoing funding or employment beyond the period for which the funds are obtained.

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