



BARGAINING UNIT POSITION DESCRIPTION

PARALEGAL

Purpose of the job: To provide uniform, high-quality service to client applicants and to support staff attorneys in the provision of legal services.

Work environment: Work is performed in the office setting, in administrative agencies, and in the community.

Reports to Advocacy Director or other designated manager.

Essential job functions

1. Telephone intake of potential clients, identifying their legal problems and determining their eligibility for service.
2. Assemble client information in documents or pleadings appropriate to the client's case.
3. Negotiate on behalf of eligible clients with landlords, government agencies, utility companies and others, as necessary.
4. Represent clients at administrative hearings, including assembling evidence, interviewing and preparing witnesses, securing expert testimony, presenting evidence at the hearing, cross-examining opposing witnesses, and drafting memoranda of law. Conduct appeals as necessary.
5. Assist LAS attorneys in preparation of cases as needed and as directed.
6. Design and implement community legal education activities, including workshops, pamphlets, and presentations to groups in the community.
7. Improve skills and knowledge of legal issues in his/her specialty area(s) by regularly reading legal material and participating in training events.
8. Become familiar with and develop working relationship with social service agencies and governmental agencies which offer services to LAS-eligible clients.
9. Maintain accurate and complete files. Prepare such reports and complete such forms as are required by program policies.

10. Participate in program activities such as case reviews, unit meetings, and staff meetings. Participate in statewide activities, including coalitions and statewide training events.
11. Perform other duties commensurate with the Paralegal duties outlined above at the direction of his/her immediate supervisor.

Qualifications

1. Must have demonstrable commitment to understanding and addressing issues of low-income constituents.
2. Must have Bachelor or Paralegal degree or comparable education (law school course work or law degree) and/or comparable work experience.
3. Must have skills to use office technologies, including case management software.
4. Must have strong interviewing and client counseling skills and have a commitment to public interest work.
5. Must be able to balance administrative and client advocacy responsibilities.
6. Must be able to operate a motor vehicle, hold a valid driver's license, and be able to be insured under the Legal Aid Society auto insurance policy.

Physical requirements

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, controls or equipment; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Other

The statements contained in this job description reflect general details necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload.

Interested applicants should send a cover letter, resume, and three references to Meagen Peden Agnew at the Legal Aid Society (416 W. Muhammad Ali Blvd., Suite 300, Louisville, KY 40202) or to magnew@laslou.org.

Legal Aid Society is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or veteran status.