



Job Title: PARALEGAL – LOTD PROGRAM # 309

Department: LEGAL Pittsburgh Office

Reports to: MANAGING ATTORNEY

JOB SUMMARY:

The Paralegal will assist attorneys with all aspects of case management and client processing particularly with our Lawyer of the Day housing program. The Paralegal will possess a passionate commitment to public interest law and serving low-income populations and the disabled. This position manages a variety of responsibilities in support of case management and assigned attorney(s).

DUTIES AND RESPONSIBILITIES:

- Conduct client interviews and provide consistent client follow-up.
- Facilitate the processing of client referrals; ensure client documentation and files are complete.
- Under the supervision of attorneys, advise clients on procedures, and help prepare documents such as pre-hearing memos and briefs upon request.
- Draft client correspondence.
- Investigate and ascertain relevant facts and conduct research.
- Index and organize documents in preparation for hearings.
- Open and complete new intakes into the case management system as required.
- Enter Pre-screens for referrals and track intakes/referrals.
- Track case developments and deadlines.
- Develop knowledge of relevant law/regulations and community referral resources through participation in trainings including but not limited to CLE, NLS substantive law meetings and other educational opportunities.
- Abide by professional and ethical standards of practice.

REQUIRED SKILLS/ABILITIES:

- Ability to effectively multitask and have strong attention to detail.
- Excellent communication skills including written, verbal, listening skills
- Strong time management and organization skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite, case management systems, electronic research, and/or related software.
- Current Driver's License and or ability to travel to required sites, such as magisterial offices.

EDUCATION AND EXPERIENCE:

- Paralegal Certificate or Associate degree or comparable, relevant work experience
- One year of prior work in a legal environment or relevant experience preferred
- Experience managing confidential information and communication

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

NEIGHBORHOOD LEGAL SERVICES BENEFITS INCLUDE:

- *NLS 100% paid healthcare through Highmark that includes prescription and dental coverage*
- *NLS 100% paid Life/ADD, Long-term Disability, Short-term Disability Insurance*
- *NLS paid Health Reimbursement Account (HRA)*
- *Contributions to a 403b and/or Roth 403b after one-year of service (optional)*
- *Options that you may choose to purchase or contribute to include:*
 - *Vision Insurance*
 - *FSA – Medical Account*
 - *FSA - Dependent Care Account*
 - *Qualified Transportation Election*
- *Paid Time Off: (pro-rated first year)*
 - *15 vacation days*
 - *14 sick days*
 - *3 Personal Days*
 - *15 Holidays*

NLS is an equal opportunity employer and will not discriminate in the recruitment, selection, or advancement of employees on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information or on any other basis prohibited by law.