

Job Posting

November 4, 2019

POSITION

Paralegal

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

\$50,000-\$55,000/year

REPORTS TO

Supervisor of Litigation

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Paralegal will be assigned to 3–4 attorneys to coordinate and facilitate compliance with vacate and payment deadlines. The position is responsible for: Prescreen potential cases through court-administered legal services programs. Draft litigation documents including subpoenas, affidavits, and answers, motions, etc. File court documents for attorneys. Assist attorneys with witness and trial preparation. Assist attorneys and clients with outstanding repairs during litigation and subsequent to. Conduct legal intake and manage case files. Conduct site visits to monitor access for repairs and document observations. Obtain certified copies of documentary evidence from courts and administrative agencies. Act as primary contact for clients from intake to resolution and interpret as needed. Advocate on behalf of clients with social service organizations, governmental agencies, and other third parties to obtain needed services, benefits, etc. Assist with and facilitate evening tenants' rights workshops for program participants and the community-at-large. Assist with assembling motions for filing. Miscellaneous administrative duties as needed, including data entry and maintaining updated case notes and daily post-office run. Attend weekly staff meetings. Other duties: Identify, advocate and/or initiate building wide repair resolution in conjunction with tenant organizers.

COMPETENCIES

- Minimum of 2 years working in a legal office setting
- Knowledge of NYC Housing Court, entitlements and rental assistance programs
- Spanish fluency is preferred
- Experience working in non-profit organizations and commitment to social justice
- Excellent communication skills and ability to advocate
- Ability to work independently and collaborate with a team
- Entrepreneurial spirit, ability to problem solve and build relationships
- Must be proficient in MS Office, Adobe, scanning documents, and email.

EDUCATION EXPERIENCE

- Bachelor's degree required or equivalent experience
 - High School diploma plus 8 years of direct paralegal experience or;
 - Associate Degree plus 5 years of direct paralegal experience or;



- Bachelor's Degree
- In addition, a Paralegal Certificate is a plus

APPLICATION DEADLINE

December 2nd, 2019

SUBMIT RESUME AND COVER LETTER TO

Kesha Jagdeo, Director of Empowerment Services at kjagdeo@riseboro.org