

PARALEGAL - INTAKE SERVICES

CLASSIFICATION: Paralegal II (Union)	SALARY: \$50,993.35 + DOE/DOQ
DEPARTMENT: Legal	FLSA STATUS: Exempt
REPORTS TO: Directing Attorney	APPLICATION DEADLINE: UNTIL FILLED

For nearly 50 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 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
- 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

- Paralegal certificate/degree in paralegal studies from an ABA-approved institution OR bachelor's degree and at least 1 year of law-related experience under the supervision of an attorney who has been an active member of the California bar for the preceding 3 years (required);
- Experience supervising volunteers, including law students and attorneys (preferred)
- 3-5 experience assisting with the provision of legal services(required)
- Knowledge in subject areas handled by Bet Tzedek (preferred)
- Demonstrated patience, compassion, respect and commitment to serving low-income persons (required)
- Bilingual and biliterate in Spanish (required)
- Attention to detail and facility with technology (required)

HOW TO APPLY:

- Email letter of interest, resume, and salary requirement to bettzedek.BB.03F@applynow.io , subject line "Intake Services Paralegal ."

Note: *All positions are subject to funding; ongoing funding or employment cannot be assured.*

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.