

**PARALEGAL - HOMEOWNER PROTECTION TEAM**

<b>CLASSIFICATION:</b> Paralegal II (Union)	<b>SALARY:</b> \$52,713.71 - \$75,332.81 (DOE/DOQ)
<b>DEPARTMENT:</b> Legal	<b>FLSA STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Directing Attorney	<b>APPLICATION DEADLINE:</b> Until Filled

For nearly 50 years, Bet Tzedek Legal Services has provided high-quality, free legal services to Los Angeles' most vulnerable residents. The Homeowner Protection team continues Bet Tzedek's history of real estate and economic justice work. The team focuses on protecting homeowners at risk of losing ownership or equity to their homes to promote housing stability and preserve intergenerational wealth and stability in Los Angeles's highest need communities.

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 filing, and serving legal documents for administrative and civil litigation. The essential duties and responsibilities undertaken by this Paralegal II should be done with limited direction, input, or correction from, a manager commensurate with a mid-level paralegal. In addition, it is expected that the scope, complexity, and sophistication of work will be commensurate with that of a mid-level paralegal. This key team member will also help compile project statistics, support and train others on administrative processes.

This position is eligible for Bet Tzedek Legal Services' hybrid/remote workplace designation. At the discretion of the immediate supervisor, the employee may be required to work in the office or other locations to meet workload/business obligations. This requirement may be on a temporary or ongoing basis.

**ESSENTIAL DUTIES:**

- Conduct client intake, including screening potential clients for program eligibility, gathering substantive facts, collect and organize client evidence for analysis of merits of case, and participating in case review under the supervision of an attorney.
- Provide advice and counsel and/or limited services under the supervision of an attorney.
- Clearly and professionally communicate with clients, and, if necessary, opposing counsel, courts, government agencies, and financial institutions to resolve client matters, under the supervision of an attorney.
- Prepare administrative agency forms and applications, 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 for depositions.
- Support attorneys with preparation for hearings, motions, and trials, including preparation of briefs and exhibits binders and ensuring compliance with court rules and procedures.
- Coordinate filing and service of appropriate documents.
- Assist with outreach and education efforts, including helping develop outreach materials and delivering "Know Your Rights" presentations and supporting legal clinics alongside attorneys.
- Coordinating volunteers' and pro bono attorneys' participation in legal clinics and on cases, and train volunteers on clinic and team procedures.
- Maintain well-organized legal files and accurate case statistics.

- Assist with the administrative aspects of opening and closing files.
- Timely entry of case and client information into case management database.
- Other duties may be assigned.

**QUALIFICATIONS:**

- A 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);
- California Notary Certificate (preferred);
- Experience in state court systems, including state court e-filing systems (required);
- At least 3 years of experience of working in a law firm, nonprofit, or in-house law office supporting multiple attorneys (required);
- Experience working in foreclosure, real estate or consumer litigation, and/or trial preparation (preferred);
- Thorough knowledge of legal terminology, court rules, and procedures (required);
- Bilingual and biliterate in both English and Spanish (preferred);
- Proficiency with the Internet and Web-based applications and MS Office (required);
- Legal database (Lexis/Nexis and/or Westlaw) proficiency (required);
- Clearly demonstrated proficiency with case management systems (required)
- Exceptionally organized, self-motivated, and goal-oriented (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).

**BENEFITS PACKAGE:**

Bet Tzedek offers an excellent benefits package in addition to competitive salaries. These benefits currently include:

- A generous number of paid holidays, vacation, and sick days annually.
- Personal and floating holidays.
- Compensatory time for exempt employees.
- 18 weeks of paid parental leave (after 1 year of employment).
- Medical, dental, vision, chiropractic and acupuncture coverage for employees and dependents, with office visit co-pay reimbursement for HMO enrollees.
- Life/accidental death and dismemberment (AD&D) insurance, long-term disability insurance, and Employee Assistance Plan.
- Voluntary (employee-contributed) life/AD&D, accident, critical illness, hospital confinement, and pet insurance.
- Employee-contributed 401(k) plan.
- Employee-contributed 403(b) plan.
- Healthcare and childcare flexible spending accounts.
- Commuter transit and/or parking benefits.

**HOW TO APPLY:**

- Email letter of interest, resume, and writing sample to [bettzedek.51.C33@applynow.io](mailto:bettzedek.51.C33@applynow.io). subject line "Homeowner Protection Paralegal II"

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

To best serve our communities 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.