

Prepared 3/2018



Job Posting **Paralegal**

Please submit resume and cover letter Attention Jenny Boyer to
jboyer@laurel-house.org. Deadline is April 13, 2018

Position Summary

The Paralegal provides assistance to the Attorney and screens applications for participation in the Legal Program.

Hours This position is full-time based on 40 hours a week.

Responsibilities

1. Provide support to the Attorney.
2. Assist with the drafting and filing of legal complaints.
3. Screen all applicants for legal services.
4. Provide court accompaniment and other appropriate support services.
5. Participate in volunteer, staff, board, and community trainings as assigned.
6. Assist in the preparation of grant reporting requirements.
7. Serve as Legal Department liaison with other programs of Laurel House, as assigned.
8. Other duties as assigned.

Required Skills and Experience:

1. 45 Hour Domestic Violence Training certification (upon hire)
2. Knowledge of civil legal proceedings
3. Sensitivity to needs of domestic violence victims
4. Computer literate
5. Bi-lingual English/Spanish preferred
6. Strong writing and inter-personal skills
7. Willingness to travel to various county courts to file legal pleadings and/or provide court accompaniment to program
7. Valid driver's license and access to a vehicle
8. Willingness to work as part of a team using the empowerment model to assist victims of domestic violence

As with all other Laurel House employees, this position is held to the standards outlined in the Laurel House Personnel Manual. The Conflict of Interest policy outlined in the

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agency Personnel Manual will apply. **Laurel House will not discriminate against a staff member because of race, disability, color, creed, religion, sex, age, sexual orientation, national origin, ancestry, citizenship, veteran status, marital status, political belief or non-job related factors in hiring, promoting, demoting, training, benefits, transfers, lay-offs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all staff based on qualifications and job requirements.**