



The
Legal Aid Society
of Cleveland
Since 1905

PARALEGAL

(Consumer Law Unit)

The Legal Aid Society of Cleveland seeks a Paralegal for its Consumer Law Unit (CLU) who will play an important role in ensuring that low income individuals have access to high quality legal assistance. The Paralegal will work closely with and support consumer law unit attorneys representing homeowners facing foreclosure and will report to the Managing Attorney of the Consumer Law Unit.

PRIMARY DUTIES/RESPONSIBILITIES

- Manage, monitor and coordinate CLU's foreclosure docket through excellent organization and documentation in paper and electronic client files.
- Assist attorneys with initial client interviews and ongoing client contact.
- Assist attorneys in all aspects of advocacy and litigation, including legal research, drafting of pleadings and letters and the preparation of charts, tables, documents and other evidentiary materials.
- Conduct factual investigation, including interviewing witnesses and obtaining, analyzing and summarizing documents and other evidence.
- Effectively communicate with clients, co-workers, community partners, opposing counsel, judges and court staff.
- Conduct community outreach.
- Provide appropriate intake and case referrals.

QUALIFICATIONS/REQUIREMENTS

- Associates degree or equivalent technical training or equivalent applicable experience; bachelor's degree strongly preferred.
- 1 year of office experience, preferably in a legal environment.
- Strong organizational and time management skills with strong attention to detail.
- Excellent verbal and written communication skills.
- Computer proficiency with Microsoft Office Word, Excel, PowerPoint, Outlook and case management software.
- High level of professionalism, diplomacy, and sound judgment and ability to work well with a variety of individuals including clients, attorneys, staff, etc.
- Experience in working with non-profits and with attorneys preferred.
Commitment to Legal Aid's mission required.

COMPENSATION & BENEFITS

The salary for this position is \$33,700+ annually based on experience. In addition, Legal Aid offers an exceptional benefits package including healthcare insurance, employee assistance program, basic and supplemental life insurance, disability insurance, 403(b) tax deferred annuity plan with up to 13% employer contribution and much more.

APPLICATION PROCEDURE

Qualified candidates should forward a cover letter and resume to Amy Schuster at amy.schuster@lasclev.org listing "Paralegal" in the subject line of the email. Application materials will be accepted until Friday, March 19, 2010.

Legal Aid is an Equal Opportunity Employer and does not discriminate because of age, race, sex, religion, national origin, marital status, sexual orientation, or mental or physical disability.

ABOUT US

Legal Aid is a nonprofit law firm providing civil legal assistance to low income people in five northeast Ohio counties. Legal Aid's mission is to secure justice and resolve fundamental problems for those who are low income and vulnerable by providing high quality legal services and working for systemic solutions. For more information please visit www.lasclev.org.

The goal of the Consumer Law Unit is to promote the economic stability of low-income consumers. The cases handled primarily focus on issues related to foreclosure, bankruptcy and utilities; however, may include unfair and deceptive contracts and sales, access to repossession and payday lending. Legal Aid's Consumer Law Unit works with community organizations to educate our clients about these issues and to effect systemic changes to consumer law issues. In addition, the CLU staff edits and primarily authors the Ohio Consumer Law manual, published by West.

WHY NORTHEAST OHIO

Northeast Ohio has a rich history of diverse cultures. It is home to the nationally renowned Cleveland Orchestra; the Cleveland Museum of Art; the Rock & Roll Hall of Fame; the Cleveland Browns, Indians, and Cavaliers; an award-winning Metroparks system; vineyards; Lake Erie; and many other arts, recreation, and cultural attractions. Northeast Ohio also has a low cost of living. For more information about the region please visit <http://www.ercnet.org/neohio/index.htm>.

The Legal Aid Society of Cleveland's Mission is:
To secure justice and resolve fundamental problems
for those who are low income and vulnerable
by providing high quality legal services
and working for systemic solutions