



**PARALEGAL
INDIVIDUAL REPRESENTATION UNIT
PRESERVATION OF AFFORDABLE HOUSING PROGRAM**

Brooklyn Legal Services Corporation A (Brooklyn A) seeks a Paralegal to work in its Preserving Affordable Housing Program. Applicants must have an associate's degree in paralegal studies, a post-baccalaureate certificate in paralegal studies or a bachelor's degree with a major, minor or concentration in paralegal studies. Experience in a public interest setting is preferred, but not required.

The Paralegal will work closely with all Unit staff to ensure the successful and smooth operation of the Unit in its legal and administrative functions, including client communication and case support, assisting with the drafting of pleadings and papers; case filing; case intake, including with administrative investigations and complaints; records management for the Unit; case/data tracking; and answering phone calls.

Applicants must have the following qualifications:

- An associate's degree in paralegal studies, a post-baccalaureate certificate in paralegal studies or a bachelor's degree with a major, minor or concentration in paralegal studies.
- Administrative proficiency to help successfully facilitate day-to-day legal services operations in a dynamic and fast-paced work environment
- Experience with legal drafting, case support, and discovery and trial preparation
- Demonstrated ability to effectively communicate with individuals from diverse backgrounds, particularly in working with people in crisis, and various government agencies.
- Ability to work independently with initiative, to manage a high case-load, to meet deadlines, and to be flexible.
- Technical proficiency, including computer skills, sufficient to independently maintain, review, and generate materials relevant to the position as well as track client information in our database, prepare reports for funders, attend meetings, and perform administrative tasks related to the work, such as timekeeping, client communication, document preparation and production, and case notes.
- Excellent interpersonal and organization skills
- Excellent writing and reading skills
- Bilingual in Spanish preferred

Duties include:

- With the supervision of an attorney, research cases and legal issues to support client cases, and prepare the appropriate documentation according to established procedures.
- Interview clients and enter cases into the case management system.
- Communicate legal details to clients in a clear and precise manner in attorney's absence without providing legal consultation or advice.
- Prepare letters and request documents to prepare clients' cases.

building communities, ensuring opportunity, achieving justice

- Perform legal research. Edit and proofread legal documents.
- Enter data and case notes into case management system.
- Take all incoming calls for related housing issues, schedule intakes and coordinate coverage.
- Attend weekly case review meeting.

Brooklyn A is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status, or marital status.

Salary will be commensurate with experience; excellent health and other benefits will be provided.

To apply, forward a cover letter with your resume to:

Human Resources Department

Brooklyn Legal Services Corporation A

E-mail: BKAjobs@bka.org

Put "Individual Representation Paralegal" in the subject line