

**HOTLINE PARALEGAL
For the Legal Services NYC Access Line
Four Positions Available**



Legal Services NYC fights poverty and seeks racial, social and economic justice for low-income New Yorkers. For almost 50 years, we have challenged systemic injustice and helped clients meet basic needs for housing, income and economic security, family and immigration stability, education, and health care. LSNYC's staff of 400 people in neighborhood-based offices and outreach sites across all five boroughs helps more than 80,000 New Yorkers annually. We partner with scores of community-based and client-run organizations, elected officials, public agencies, pro bono lawyers, and the courts to maximize our effectiveness. Our work fights discrimination and helps to achieve equal opportunity for all low-income New Yorkers.

LSNYC seeks four hotline paralegals to staff the Access Line, our citywide intake hotline. Access Line paralegals perform an essential role at LSNYC. The team serves as an important front line for our work and responds in real time to low-income individuals and families seeking legal help. Hotline paralegal duties include answering phones, performing eligibility screening, entering client information into a database, writing case notes, giving advice under the supervision of an attorney, scheduling appointments, sending appointment letters and follow-up information to clients, and providing outside referrals. Access Line paralegals may also be asked to perform off-site intake outside of regular business hours. Access Line paralegals can expect to work closely with supervising attorneys and will have the opportunity to learn about many different legal practice areas.

Qualifications include:

- Excellent interviewing skills;
- Excellent writing and communication skills;
- Excellent computer skills;
- Experience working with a diverse low-income population;
- College degree preferred;
- Excellent organizational skills and strong facility with numbers;
- Bilingual in English and Spanish required for two positions;
- Bilingual in English and another language widely spoken by low-income New Yorkers strongly preferred

How to Apply:

Applicants should send a cover letter, resume, and two writing samples to Jobpostings@ls-nyc.org. Please write "HOTLINE PARALEGAL" in the subject line of the email. Please, no telephone calls.

Salary and benefits are determined by the LSNYC Collective Bargaining Agreement. LSNYC is an equal opportunity employer. People of color, women, people with disabilities, people over 40 and gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.

Job #s 35-38; Posted: 2/4/16