

INTAKE PARALEGAL STATEN ISLAND LEGAL SERVICES

Staten Island Legal Services (**across the street from the ferry**), is part of Legal Services NYC, the largest provider of free civil legal services in the nation. We are seeking an intake paralegal to work in our Housing Unit, which seeks to preserve affordable housing for New York City's low-income communities through representation of low-income tenants in housing court eviction proceedings, collaboration with community based organizations, and affirmative litigation in state and federal courts.

The intake paralegal will work primarily with our housing unit. Our housing advocates work closely with other LSNYC practices, including government benefits and family law, to advance the rights of our clients. We are seeking an Intake Paralegal to support the work of our office and our mission. Intake Paralegals will be expected to work closely with lawyers, advocacy paralegals, clients, and community partners.

Intake Paralegal duties include:

- conducting screenings of clients, including demographic and eligibility determinations; this will include offsite intake at housing court;
- coordinating follow-up services, including appointments, referrals and client correspondence;
- providing information, referrals and advice under the supervision of an attorney;
- opening, closing and maintaining client files;
- interpreting/translating and using language assistance resources;
- assisting with client-related matters, including sending and delivering correspondence and copying files;
- entering and tracking information in electronic formats, and running reports;
- completing intakes in other units when other intake staff are unavailable;
- Intake Paralegals may also be asked to perform outreach.

Qualifications include:

- experience working with a diverse low-income population, and an ability to identify a client's needs quickly and accurately;
- excellent computer skills;
- excellent writing, and communication skills;
- prior relevant work experience;
- experience entering and tracking information in electronic formats;
- proficient in Microsoft Suite;
- bilingual in English and Spanish strongly preferred.

Salary determined by Collective Bargaining Agreement. Excellent benefits package.

Interested individuals should e-mail a resume, cover letter and writing sample to: silshiring@silsnyc.org.

Please write “SILS intake paralegal” in subject line

Only candidates selected for interviews will be contacted. No telephone calls.

Staten Island Legal Services is an equal opportunity employer: People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people, and people over the age of 40 are welcome and encouraged to apply.

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