



JOB ANNOUNCEMENT

Position: Paralegal/Legal Services Specialist
Location: Compton, CA
Pay Range: \$20.00 to \$25.00 per hour
Hours: Part-Time
Start Date: Immediately

ABOUT THE POSITION:

Community Lawyers, Inc. (CLI) is seeking a dynamic, positive, detail-oriented, and community-oriented **Paralegal/Legal Services Specialist** who possesses strong initiative and sound judgment to provide a variety of legal services and administrative duties. The ideal candidate supports CLI's mission and is committed to promoting access to justice through advocacy and community education.

ORGANIZATION BACKGROUND:

Community Lawyers, Inc. is a non-profit organization that provides underserved, low and no income community members access to justice through innovative legal programs, affordable and pro-bono legal services, and community advocacy and engagement. For over 16 years, CLI has served Compton and the surrounding communities by assisting residents to meet the challenges of finding quality, ethical, and affordable legal services and resources.

REQUIREMENTS AND QUALIFICATIONS:

- Paralegal Certificate, Bachelor's Degree, or equivalent legal experience of 2 or more years
- Bilingual in Spanish and English
- Experience in immigration law and completing N-400 applications and DACA renewals required
- Experience in the areas of family law, tenant law, and education law is highly preferred
- Holds a respectful, discrete, patient, empathetic, and professional demeanor
- Excellent verbal, written, and communication skills
- Strong proficiency in Microsoft Office products (Word, Excel, Power Point, and Publisher), case management program, and computer skills, including internet research
- Ability to work independently using sound judgment and effective analytical skills
- Ability to prioritize multiple assignments and respond to a variety of requests
- Excellent organizational and time management skills and works collaboratively with others
- BIA accredited or worked with a BIA recognized organization is highly desired

EXAMPLES OF JOB DUTIES:

- Greet visitors/legal services consumers on a regular basis
- Check voicemail messages, answer incoming calls, and provide resources and referral information to walk-in consumers and callers
- Schedule appointments for legal clinics and use of attorney office space
- Conduct intakes and ensure that legal consumers read and sign intakes thoroughly
- Scan, photocopy, fax, and file documents as needed
- Create and distribute materials for legal clinics and workshops via e-mail and grassroots outreach
- Prepare basic legal forms for consumers during legal clinics for attorney review and assist with translation for our consumers and volunteer attorneys
- Review and respond to mail and email requests in a timely manner
- Evening and weekend hours will be required for legal clinics, outreach, and fundraising events
- Performs other duties as assigned and/or required

HOW TO APPLY: Please submit a resume, cover letter, and writing sample in PDF or Word Format to Executive Director, Miho Murai at mmurai@community-lawyers.org with subject line "Paralegal/Legal Services Specialist – Last Name." Only applicants who are considered for an interview will be contacted.