



Job Announcement Intake Paralegal – King County Office

The Intake Paralegal will serve as part of a statewide team of legal services advocates who work cooperatively, with other providers, to bring high quality representation to low-income Washingtonians in the areas of consumer and housing law. The paralegal will gather information, and provide advice, limited assistance, and referral services to our King County clients in these areas of law. To the extent permitted by funding source restrictions, paralegals use a broad range of advocacy tools in multiple forums to address client needs. This is a full-time position and will be located in NJP's Seattle office.

Paralegals render civil legal services to eligible clients consistent with the Rules of Professional Conduct. The paralegal is expected to demonstrate sensitivity to the needs of the Northwest Justice Project, as a public service entity, and to be accountable to and maintain constructive, professional working relations with the clients, the legal community, and the community at-large.

DUTIES:

- Conduct initial client interviews to gather information, assess cases, and spot potential legal issues;
- Advise clients on matters where the paralegal has special knowledge or expertise, under attorney supervision as appropriate;
- In cases identified as within the King County unit priorities, prepare case files for referral to NJP advocates for further representation;
- Provide brief service where appropriate to assist clients in completing legal documents and/or preparing pro se court filings;
- Refer cases not within the King County unit priorities to outside agencies and/or attorneys;
- Support attorneys at public outreach events and legal clinics;
- Develop self-help and legal education materials for the client community regarding legal rights and responsibilities as well as instructions for pro-se representation in applicable legal arenas;
- Coordinate and conduct outreach to client communities and groups as appropriate and consistent with assigned responsibilities; help prepare and disseminate legal education materials, support community agencies in advocacy efforts, etc.
- establish contacts, develop and maintain relationships with courts, bar associations, other legal services providers, community organizations and low-income groups.

QUALIFICATIONS:

- Prior experience in the limited practice of poverty law or equivalent experience*
- Experience doing client intake in a legal setting desired*.
- High school diploma or equivalent required; four-year degree preferred helpful*;
- Prior experience in a paralegal role helpful.
- Excellent oral and written communication skills;
- Ability to learn, analyze, and apply legal principles;
- Prior experience working with marginalized communities or working for clients in crisis preferred;
- Computer proficiency in MS Office Suite and the ability and interest in learning new software applications necessary for the efficient administration of the project;

**Combination of equivalent education, certifications and experience may substitute for each requirement*

The Northwest Justice Project is especially interested in qualified candidates whose professional, personal and/or service experience allow them to contribute to and support the legal aid community's commitment to race equity.

COMPENSATION: Starting salary is based upon years of experience, beginning at \$45,428 annually. We offer a comprehensive benefits package which includes 100% paid employee health premiums and significant premium shares for family health premiums, and generous time off.

APPLICATIONS: Email cover letter and resume to resume@nwjustice.org no later than **January 14, 2019**. Cover letter should include description of any past experience and competence, personal or professional, working with low income or other marginalized communities.

The Northwest Justice Project is committed to a policy of equal opportunity in an environment free of barriers and discriminatory practices for its client communities, Board and staff. NJP actively promotes mutual respect, acceptance, teamwork and productivity among people who are diverse in work background, experience, race, color, national origin, sex, age, religious preference, marital status, sexual orientation, sensory, mental or physical abilities, veteran status, or any other perceived differences. This policy strengthens the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply.