



Job Announcement Paralegal – Veterans Services - Seattle

The Northwest Justice Project (NJP) is a not-for-profit law firm with a mission of **Combatting Injustice • Strengthening Communities • Protecting Human Dignity**. NJP secures justice for people in or near poverty through high quality legal advocacy that promotes the long-term well-being of low-income individuals, families and communities through legal representation, community partnerships, education and other advocacy.

NJP's King County Veterans Project, a team of legal services advocates who work cooperatively, with other providers, to bring high quality representation in the areas of government benefits and housing law to low-income veterans in King County, seeks a fulltime paralegal. The paralegal will meet with clients in person at our legal clinics at the King County Veterans Program offices, gather information, and provide advice, limited assistance, and referral services to our King County Veteran clients. 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, partner organizations, the legal community, and the community at-large.

DUTIES:

- Meet with clients in person at NJP's clinics at the King County Veterans Program in Tukwila and Belltown;
- 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 Veterans Project 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 Veterans Project 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, and support community agencies in advocacy efforts.
- 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 *;
- Prior experience with veterans' benefits, working with veterans, or housing law preferred*;
- Experience working with clients with mental illness preferred;
- Prior experience working with marginalized communities or working for clients in crisis preferred;
- Prior experience in a paralegal role helpful;
- Excellent oral and written communication skills;
- Ability to learn, analyze, and apply legal principles;
- 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*

NJP has an organizational commitment to fight racism and to incorporate equity and inclusion in both the work we do and work environment we create. All staff are expected to uphold this commitment and approach their role with a desire to learn and grow in this area.

Salary Range: Starting salary is based upon years of experience, with an annual salary range starting at \$46,382. This is a non-exempt position. We offer a comprehensive benefits package, which includes 100% paid employee health premiums and significant premium shares for family health premiums, as well as generous time off.

Hours of work: NJP's typical client office hours are 9:00 – 5:00, Monday through Friday.

To Apply: Submit a letter of interest, current resume and writing sample to Human Resources at resume@nwjustice.org. Cover letter and email subject line should clearly reference “Paralegal – King County - Veterans”. Cover letter should include description of any past experience, personal or professional, with low income or other marginalized communities. **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.**

Application Deadline: July 10, 2020

NJP is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NJP actively promotes mutual respect, acceptance, teamwork and productivity. NJP is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, gender identity, gender expression, sensory, mental or physical abilities, veteran status, and other qualities that strengthen 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. Individuals needing a reasonable accommodation for the application or interview process or for more information about the project should contact the Human Resources Department by calling (206) 464-1519.