

****INTERNAL JOB POSTING FOR AVAILABLE POSITION****

Will be posted internally for 5 days, then will be open external candidates starting August 14

LEGAL ASSISTANT HOUSING JUSTICE PROJECT

Mission

The King County Bar Association promotes and supports a diverse and collegial membership; works with the judiciary to achieve excellence, equity, and accessibility in the administration of justice; and benefits the community through public service and engagement in public policy.

The Housing Justice Project (HJP) is a homelessness prevention program providing accessible, volunteer-based legal services to low-income, residential tenants facing eviction in King County. Legal assistance is provided through counsel and advice, negotiated settlements, limited representation at Show Cause hearings, and/or referrals depending on tenants' needs and financial eligibility.

Position Mission

The **Legal Assistant** is responsible for: a) screen and manage incoming calls and inquiries to our hotline; b) tracking deadlines and filings dates for court actions; c) screen tenants with rental assistance grievances and denials; d) assist with court filings and assembling required documents; e) assist with eviction data entry and tracking, including using PowerBi for our eviction tracker on our website. Reports to the HJP Social Worker and Managing Attorney at Housing Justice Project.

The position is currently primarily remote; however, some in-person meetings may be required. The position may transition to a hybrid or permanent in-person position subject to changes in office policy.

KEY ACCOUNTABILITIES

Advocacy:

- Return calls/emails, assign callers to legal assistants and attorneys, identify callers with urgent issues and connect them with HJP clinics;
- Screen tenants in and outside of court;
- Complete rental assistance applications with clients; coordinate with staff, clients, and landlords/opposing counsel on rental assistance cases;
- Support attorneys working on cases, especially nonpayment of rent cases;
- Complete intakes with tenants whose rental assistance applications have been denied,
- Manage a caseload of rental assistance grievance and denial cases;
- Assist clients with accessing community resources and supportive services;
- Assist with eviction data entry into Legalserver and PowerBi;
- Assemble court filings and other legal materials;
- Provide case management services to HJP clients facing eviction;
- Work with social worker and other case manager supports to provide additional, non-legal supports to clients as needed;
- Screen calls from hotline that pertain to tenants who have already received a writ of restitution;
- Work with attorneys on post-writ rotation to put together pleadings, drafts, and filings;

- Convey messages from attorneys to clients regarding pro se help and general legal information; and
- Other duties as assigned

Desired Qualifications:

- Familiarity with court filings and preparing legal paperwork for defending tenants in unlawful detainers;
- Familiarity with appellate court filings;
- Familiarity with Legalserver and client management systems;
- Ability to work on short deadlines and in a fast-paced environment;
- Attention to detail, especially ledgers, accounting documentation, and compliance;
- Ability to work with groups and teams;
- Experience working with vulnerable populations experiencing risk of housing loss.
- Ability to track and consistently meet deadlines;
- Demonstrated commitment to understanding and addressing issues facing low-income and vulnerable people;
- Strong communication skills and ability to motivate and lead;
- Demonstrated ability to work collaboratively with diverse groups of people;
- Demonstrated understanding of the impact of race, bias, discrimination, and differential treatment of communities disproportionately composed of Black, Indigenous, and people of color, individuals who identify as LGBTQ or other sexual minorities, individuals with disabilities, immigrants, limited English speaking persons, and others who have been historically marginalized in rental housing markets and in the law and justice system
- Demonstrated ability to handle multiple tasks and meet deadlines;
- Ability to analyze information quickly and work well in a fast-paced environment;
- Creative problem solving;
- Proficiency with technology including MS Word, Adobe, case management systems, Excel, and Outlook

ABOUT KCBA

Founded in 1886, KCBA is a membership legal organization with over 4,700 attorney members, over 75 staff and an annual budget of \$10,000,000. As a unionized workplace and an equal opportunity employer, KCBA is committed to upholding an equity and justice-based organizational environment for the public, the client communities it serves, its members, its Boards, its staff and its volunteers. This means the organization actively promotes mutual respect, acceptance, teamwork, and productivity among people who are diverse in work background; lived and professional experience; immigration status and citizenship; education; race and ethnicity; national origin; sexual orientation; age; indigenous group membership; religious preference; marital status; sensory, mental, and physical abilities; social class; gender identity; veteran status, as well as other differences relevant to equity and justice. The resulting diversity is both a source of organizational strength and a matter of fundamental human fairness.

Please note, one of KCBA's programs supports attorneys working with parents and guardians of at risk children. As a result, certain convictions would make an applicant ineligible. The King County Bar Association requires all employees be fully vaccinated against COVID-19. To meet this requirement, all employees must provide proof of vaccination approved by the Center for Disease Control and

Prevention (CDC). If you need a reasonable accommodation for the application process, have questions regarding eligibility, or have vaccination questions, contact Len Roden at lenr@kcba.org.

POSITION DETAILS

This is a non-exempt full-time position requiring occasional local travel within King County. Salary range is from \$63,000 to \$65,000 annually. Benefits include employer-paid healthcare, 401k plan with automatic employer contribution, flexible spending account, professional development opportunities, paid vacation and sick leave and more.

TO APPLY

Priority will be given to those who apply by 5:00 p.m. September 3, 2024 via email. Make "HJP Legal Assistant" your subject line and send a letter of interest that addresses any lived or professional experience that would contribute to our advocacy, resume, and three references to: HR@kcba.org.