

Paralegal II - 658

US: WA: Seattle | LEGAL | Full Time

Description:

Tenant Law Center Bilingual (Spanish/ English) Hybrid Paralegal

Full-time position starting at \$29.15 - \$32.50 per hour (D.O.E) with COMPETITIVE BENEFITS INCLUDE:

Medical, Dental, Vision, Life Insurance and Long-Term Disability

Health Savings Account and Flexible Spending Account

Generous PTO, paid sick time, 15 days of paid vacations, 12 days of paid holidays, plus a personal holiday

CCS/CHS 403(b) Employee Saving Plan

Employee assistance program

Program Description: The Tenant Law Center (TLC) is a homelessness prevention program that offers free legal assistance to qualifying low-income households in the City of Seattle and limited services throughout King County with matters related to eviction, subsidy termination, landlord/tenant issues, and credit issues related to past tenancies.

Position Description: This position provides paralegal support to four Staff Attorneys and the Directing Attorney. In addition, this position will also be responsible for administrative tasks and data entry required by our grant funders.

Major Duties & Responsibilities:

Paralegal Support:

Conduct case screening and assist with initial client intakes and interviews

Provide case support, including records requests, correspondence, document preparation, redaction, calendaring, and other tasks as assigned

Prepare and edit correspondence, legal pleadings and case documents as directed by an attorney

Electronically file pleadings with the court and serve documents to other parties

Work 3-6 hours per week on our live tenant hotline in both English and Spanish. Respond to voicemails, emails and text messages from Spanish-speaking tenants

Assist with Spanish/English translation and interpretation

Administrative Responsibilities:

Schedule appointments and maintain calendar for off-site or virtual clinics

Maintain electronic and manual filing systems

Perform other administrative tasks as required

General Responsibilities:

Attend staff meetings and agency trainings as required

Comply with applicable confidentiality and client privacy guidelines

Ensure client records are kept in accordance with agency and program standards. Work with attorneys to identify program needs and potential solutions.

Develop and support a positive, team-oriented work environment.

Perform other job-related duties as assigned

Minimum Qualifications:

Two years' experience working with low-income and/ or unhoused families, or a combination of education, training, or experience which provides an equivalent background.
Social services experience working with elderly, disabled, and/or low-income households
Excellent computer skills, including Microsoft 365 applications
Excellent written and oral communication in Spanish and English.
Capacity to analyze and apply legal principles to practical problems
Ability to manage and schedule responsibilities with minimal oversight
Commitment to embracing a team environment and the collaborative process
Demonstrate the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations.
Commitment to working within the mission, goals, and values of Catholic Community Services.
A desire to make a positive impact in our community and uplift our team with your bright attitude, excellent talents, and dedication.
This job may be for you if clients' stories of injustice motivate you to help them access justice and advocate for systemic change; if you are able to cope with the secondhand trauma that often comes with hearing these stories; if you work well in a collaborative team environment; if you have a non-traditional educational background; and if you have a sense of urgency to complete tasks with minimal supervision

Tenant Law Center is a safe, inclusive workplace for people of all backgrounds and walks of life. We strongly encourage you to apply if you are from a marginalized or underrepresented group. Some candidates may see a long list of job requirements and feel discouraged because they don't match every single bullet point – we suggest, please apply anyway. We don't believe in a "perfect" candidate because we value being able to evolve and adapt quickly. If you believe this is a role that you'll be excited to work in every day, want to be a part of a culture like ours, and will be relentless about advocating for social justice, please apply.

Preferred Qualifications

Bachelor's degree with legal coursework or a paralegal certificate.
Must have fluency in Spanish.
Knowledge of local social services and other community resources
Experience with Legal Server or other legal case management database software. Demonstrated commitment to race equity work.
Knowledge of the Residential Landlord Tenant Act

To apply: Please submit a cover letter and resume along with completing the online CCS application process to chelseahs@ccsww.org. This position will remain open until filled. <https://ccsww.org/careers/>

Catholic Community Services and Catholic Housing Services is an Equal Opportunity Employer. Please let us know if you need special accommodations to apply or interview for this position.