



Neighborhood Legal Services  
of Los Angeles County

## **JOB ANNOUNCEMENT:**

### **Paralegal July 2021**

Join the Neighborhood Legal Services of Los Angeles County (NLSLA) and become part of an energetic team of advocates that provides a wide-range of legal services aimed to address issues that disproportionately impact the poor. These services include litigation, providing training and technical assistance, and community education.

Through a combination of individual representation, high impact litigation and public policy advocacy, NLSLA combats the immediate and long-lasting effects of poverty and expands access to health, opportunity, and justice in Los Angeles' diverse neighborhoods.

NLSLA is seeking a Coordinated Intake Team (CIT) Paralegal. The ideal candidate will work under the direction of NLSLA attorneys and will be trained in and expected to maintain expertise on a range of issues affecting low-income individuals including family law, immigration, public benefits, housing, health care access, and employment. Ability to work collaboratively in a team setting, perform client interviews with patience and sensitivity, and manage an active case load required.

**Position:** Paralegal

**Availability:** Availability is Immediate.

**Salary:** Salary \$37,828.00 + - Commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; 125 plan; 403(b) with employer contribution, sick and vacation pay, and 13 employer-paid holidays.

**Duties and Responsibilities:** Position will focus on assisting with NLSLA's Intake hotline. Capacity to handle consistent client contact, maintain client files and important documents, and be dedicated to working with the low-income client community and non-profit public interest organizations. Ability to work independently with moderate supervision. Excellent interpersonal skills, including patience and sensitivity working with people in crises, and computer and problem solving skills. The paralegal may also conduct community education and outreach and coordinate with partner agencies/organization in providing holistic services to NLSLA clients, perform general clerical duties including routing inter-office mail, scheduling meeting and conference calls, as well as other duties as assigned.

Neighborhood Legal Services of Los Angeles County | [www.nlsla.org](http://www.nlsla.org) | Toll-Free Telephone: (800) 433-6251

**GLENDALDE OFFICE**  
Administrative Offices  
1104 E. Chevy Chase Dr.  
Glendale, CA 91205

**EL MONTE OFFICE**  
3629 Santa Anita Ave.  
#109  
El Monte, CA 91731

**PACOIMA OFFICE**  
13327 Van Nuys Blvd.  
Pacoima, CA 91331

**WELLNESS CENTER**  
Historic General Hospital  
1200 N. State St., #1008  
Los Angeles, CA 90033

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LEGAL SERVICES CORPORATION

**Qualifications:**

Experience working with low-income individuals and families preferred. Bilingual oral, reading and writing skills in English and Spanish, Armenian, or Chinese required. Qualified candidates must have one of the following: (1) paralegal certificate, (2) B.A. or B.S. degree with 1 year experience working in a law office or other legal setting under the supervision of a licensed attorney, or (3) high school degree with 3 years' experience working in a law office or other legal setting under the supervision of a licensed attorney with a letter certifying the experience.

**About NLSLA:**

Founded in 1965 as part of our nation's War on Poverty, NLSLA is now one of the largest and most prominent public interest law firms in California. NLSLA provides free assistance to more than 150,000 low-income residents of Los Angeles County each year. Its operating budget for 2020 will reach \$22 million, with a staff of more than 160, including 80 attorneys.

NLSLA serves all of Los Angeles County with a special emphasis on the poverty communities of the San Fernando, San Gabriel, Pomona and Antelope Valleys, as well as the central county cities of Glendale, Burbank and Pasadena. NLSLA staff members are housed in four regional offices located in Pacoima, El Monte, Boyle Heights, and Glendale - where the program's administrative offices are also located. In addition, NLSLA advocates are co-located in courthouses in Van Nuys, Lancaster, Chatsworth, Pomona and Downtown LA; Hospitals and health centers in Sylmar, Van Nuys, North Hollywood and El Monte; and with social services providers in the Antelope Valley.

Advocates specialize in areas of the law that disproportionately impact the poor, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, as well as employment and training. NLSLA is particularly known for its innovative programs and collaborative models for delivering services across the County. Among those are the NLSLA Health Consumer Center (HCC) and Medical Legal Community Partnership projects ensuring that everyone receives the health care they need; Shriver Housing - LA providing right to counsel for evictions; Self-Help Legal Access Centers assisting the un-represented with domestic violence, family law and eviction cases in nine courthouses; Preventing and Ending Homelessness Project (PEHP) providing legal help to the homeless in Antelope, San Fernando and San Gabriel Valleys; and Disaster Legal Assistance providing support and help to low-income disaster survivors.

**To apply:**

Forward resume and cover letter to (no phone calls):

**Applicants should send a cover letter and resume to:**

Elizabeth Brown, Director of Human Resources  
Neighborhood Legal Services of Los Angeles County  
1102 E. Chevy Chase Drive  
Glendale, CA 91205  
Fax: (818) 291-1790 E-mail: [employment@nsls.org](mailto:employment@nsls.org)

**NLSLA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at NLSLA are based on organizational needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by federal and CA state laws. NLSLA will not tolerate discrimination or harassment based on any of these characteristics.**