



Neighborhood Legal Services
of Los Angeles County

JOB ANNOUNCEMENT:
Bankruptcy Self-Help- Paralegal, Part-time
October 2021

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

The Paralegal works under the direction of NLSLA Supervising Attorney as part of a team working on the San Fernando Valley Bankruptcy Self-Help Center located at the Woodland Hills U.S. Bankruptcy Court for the Central District. Bilingual ability in English and Spanish required.

- Position:** Paralegal – Bankruptcy Self-Help Desk
- Availability:** Open Immediately. Work location is Woodland Hills U.S. Bankruptcy Court. Minimal local travel as is necessary.
- Salary:** Starting at \$37,828.00 + commensurate with experience. Excellent benefits which include: choice of medical, dental, vision; life and disability insurance plans; 125 plan; 403(b), bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.
- Duties and Responsibilities:** The Paralegal screens litigants for bankruptcy process, occasional consumer issues, coordinates seminar presentation question and answer sessions, assists pro bono lawyers with the litigants prepares legal documents; supports attorneys at community-based legal clinics; and maintains client and referral database.
- Qualifications:** Capacity to handle consistent in-person litigant contact and dedicated to working with non-profit public interest organizations. Ability to work independently with moderate supervision. Excellent interpersonal and computer skills, as well as the ability to problem-solve and patience/sensitivity with people in crises. Qualified candidates must have (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. Strong communication skills (oral/written); Bilingual ability in English and Spanish required. Experience working with low-income individuals and families strongly preferred. COVID-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please send a request via email to employment@nlsla.org.

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

GLENDALE 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

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; Stay Housed defending against evictions and housing subsidy terminations in Antelope, San Fernando and San Gabriel Valleys; and Disaster Legal Assistance providing support and help to low-income disaster survivors.

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

Lambreni Waddell, Chief of Staff & Interim 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

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. NLSLA provides equal benefits to employees with spouses and its employees with domestic partners.