



Neighborhood Legal Services  
of Los Angeles County

## **JOB ANNOUNCEMENT: SCALE (Strategic Community Advocacy and Litigation for Equity) Housing Paralegal November 2022**

Join the Neighborhood Legal Services of Los Angeles County (NLSLA) and become part of an energetic team of advocates that provide 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.

NLSLA is currently seeking a Paralegal to support our SCALE (Strategic Community Advocacy and Litigation for Equity) team. The Paralegal is responsible for working with NLSLA staff and volunteers to assist in the general housing intake and referrals. The Paralegal will assist in handling triage, conduct intake interviews, identify and assign matters to appropriate housing teams and clinics, and provide advice and legal documents under the supervision of an attorney. The paralegal may also assist staff with other housing related responsibilities including pleading preparation, community presentations and outreach, and participate in regular team meetings and training

**Position:** Paralegal

**Availability:** Availability is Immediate.

**Salary:** Salary starts at \$40,000- commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; flexible spending account (FSA) 125 plan; 403(b) with employer contribution, bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.

**Duties and Responsibilities:** Qualified candidates will be expected to provide individual assistance, work collaboratively with staff including attorneys and other paralegals to provide advice and resources to the public. The candidate will also conduct intake interviews, prepare legal documents, conduct outreach, and collaborate with staff in other practice areas or larger housing projects.

**Qualifications:** Individuals should be highly motivated and passionate about public service work. 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 with a letter certifying the experience, 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.

Excellent writing, speaking and organizational skills and the ability to communicate effectively with the public, community organizations, court staff, and attorneys. Ability to work effectively with staff and volunteers. Availability to work core hours from 9

Neighborhood Legal Services of Los Angeles County | [www.nlsla.org](http://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

a.m. to 5 p.m., Monday through Friday. Bilingual proficiency in Spanish preferred, but not required.

COVID-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered.

**About NLSLA:**

Founded in 1965 as part of our nation's War on Poverty, Neighborhood Legal Services of Los Angeles County (NLSLA) is now one of the largest and most prominent public interest law firms in California. NLSLA provides free assistance to more than 115,000 low-income residents of Los Angeles County each year. The NLSLA staff of 180, including 80 attorneys, specialize in areas of the law that disproportionately impact low-income people, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, services for justice-involved adults and youth, education rights, clean slate initiatives, and employment and training.

Through a combination of individual representation, high impact litigation, and public policy advocacy, NLSLA's advocacy combats the immediate and long-parting effects of poverty and expands access to health, opportunity and justice. 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. In addition, NLSLA advocates are co-located in courthouses in Van Nuys, Lancaster, Chatsworth, Pomona, Pasadena, 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.

**To apply:**

**Applicants should send a cover letter, resume, and writing sample 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@nlsla.org](mailto:employment@nlsla.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.**