



Neighborhood Legal Services  
of Los Angeles County

## **JOB ANNOUNCEMENT: Paralegal- Stay Housed LA Project January 2023**

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.

The Housing Paralegal will be an integral part of a dynamic team of housing advocates that work on several innovative housing initiatives created to examine the impact of legal services on individuals, the court and the community in the Unlawful Detainer system. Prior experience serving low-income individuals and client groups on housing and eviction matters, with a sensitivity to those in crisis is preferred. Ability to work collaboratively in a team setting, excellent interpersonal skills, and the ability to liaison with community partners is required. Strong communication skills (oral/written) in English and Spanish, coupled with patience and sensitivity with people in crisis situations.

- Position:** Paralegal- Stay Housed Project
- Availability:** Availability is Immediate.
- Salary:** Salary range \$40,000-\$50,000- 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:** Responsible for working collaboratively with housing attorneys to provide advocacy and litigation support including conducting client interviews and intake, maintain calendar of appointments, draft legal documents and assist with court filings; Maintain client files and important documents, ensuring regular communication with clients; Perform general clerical duties, including routing inter-office mail, scheduling meetings and conference calls, as well as other duties as assigned.
- Qualifications:** Experience working with low-income individuals and families preferred. Bilingual in Spanish preferred, but not 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 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.

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

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

**A PROJECT FUNDED BY**  
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LEGAL SERVICES CORPORATION

**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-lasting 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:**

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.**