



Neighborhood Legal Services
of Los Angeles County

**JOB ANNOUNCEMENT:
Paralegal – Antelope Valley D.O.O.R.S. Reentry Program
May 2023**

Join 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 low-income communities. NLSLA’s advocacy and support for the communities we serve includes direct services, litigation, self-help/pro per support, policy advocacy, technical assistance to other providers, and community education.

NLSLA is seeking a Paralegal for its Clean Slate Initiatives (CSI) team. The CSI team consists of a passionate group of advocates working to disrupt systemic racism and generational trauma through removing legal barriers presented by the presence of a criminal record. **As part of a new and exciting project, the Paralegal will co-locate at a community center based in the Antelope Valley, where they will work alongside other service providers dedicated to supporting the reentry population.** The Paralegal, under the direction and supervision of an Attorney, will be trained in and expected to maintain knowledge of a range of legal issues affecting system-impacted individuals, including expungement, arrest sealing, early termination of supervision, Fair Chance housing and employment denials, and other legal issues such as housing, public benefits, immigration, and family law. Ability to work collaboratively in a team setting, perform client interviews with patience and sensitivity, and manage an active caseload under Attorney supervision is required. This position will start on a hybrid schedule (3 days per week in office, 2 days remote) until the official AV D.O.O.R.S. reentry center opens in 2024 (position is expected to become 5 days/week onsite at that time).

Position: Paralegal
Located in Antelope Valley (Lancaster, CA)

Availability: Availability is Immediate.

Salary: Salary starts at \$50,000- \$58,000- 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: The Paralegal is expected to develop and maintain knowledge in substantive legal areas impacting the reentry population, including: criminal record clearing, housing and employment denials related to background check issues, professional licensing denials/revocations/appeals, housing/eviction defense, public benefits, immigration, and family law. Existing experience under any one of these areas is preferred, but not required.

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

Under the guidance/supervision of the CSI Supervising Attorney and the AV D.O.O.R.S. Attorney, the Paralegal will:

- Play an active role in the implementation of legal services through the AV D.O.O.R.S. reentry center;
- Collaborate on service delivery alongside other AV D.O.O.R.S. providers, including mental health agencies, probation/parole, and organizations providing housing and employment support;
- Support the AV D.O.O.R.S. Attorney in providing direct client services in the areas outlined above (support will be both administrative, such as requesting documents, completing intake, and scheduling appointments, and substantive, such as conducting research, drafting legal forms, and delivering legal advice under the Attorney's supervision and approval);
- Participate in reporting efforts to track data and outcomes obtained through the AV D.O.O.R.S. project;
- Collaborate with the Attorney through delivering legal workshops three times per month on a range of legal issues;
- Maintain an active caseload under Attorney supervision. The caseload will include direct partner referrals and community walk-ins.

Qualifications:

The Paralegal must be certified in accordance with Business and Professions Code Section 6450. This means that the Paralegal must possess any of the following minimum requirements:

- (1) A certificate of completion of a paralegal program approved by the American Bar Association.
- (2) A certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education.
- (3) A baccalaureate degree or an advanced degree in any subject, a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks.
- (4) A high school diploma or general equivalency diploma, a minimum of three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks. This experience and training shall be completed no later than December 31, 2003.

A minimum of one year of continuous legal experience in consumer matters and public interest cases is required. Such experience may include paralegal/legal assistance work or paralegal internships.

The ideal candidate will be a skillful, self-motivated advocate who excels in a high-volume, dynamic anti-poverty law practice. They will have a demonstrated passion and commitment to public interest law and prior experience serving low-income individuals and client groups, with a sensitivity to those in crisis. Excellent writing and organizational skills, and the ability to communicate effectively with clients, community partners, and the public are essential.

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-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

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.