



Neighborhood Legal Services
of Los Angeles County

JOB ANNOUNCEMENT:

Paralegal- Clean Slate Initiatives/Reentry Team (CalCRG Project)

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 low-income communities. These services include litigation, providing training and technical assistance, and community education.

NLSLA is seeking a Paralegal for its Clean Slate Initiatives/Reentry team (CSI). As part of a state-funded project, the Paralegal will work alongside an Attorney to support individuals and families that have been impacted by mass incarceration and over-policing flowing from the War on Drugs. Services under this project include direct legal support and representation, and community education through regularly scheduled legal workshops hosted by partner organizations across Los Angeles County. The Paralegal will be trained in and expected to maintain expertise on a range of legal issues affecting individuals with a criminal record, including expungement, arrest sealing, early termination of supervision, Fair Chance issues (housing and employment), and other legal issues the reentry population must navigate.

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. Ability to work collaboratively in a team setting, perform client interviews with patience and sensitivity, and manage an active caseload required.

Position: Paralegal

Availability: Availability is Immediate.

Salary: Salary range \$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: Position will focus on managing an active caseload and working directly with attorneys and other paralegals to meet client needs. Capacity to handle consistent client contact, maintain files and important documents, and efficiently and effectively manage a caseload is required. Dedicated experience working with low-income communities and in the non-profit sector is highly desired. Excellent interpersonal and communication skills, including patience and sensitivity working with people in crisis, is required. Responsibilities also include conducting community education and outreach and coordinating with partner organizations to provide holistic services. Comfort with public speaking in a variety of settings (virtual and in-person) is required. While the position will largely include performing substantive legal work, the paralegal will also perform some administrative responsibilities, such as completing intakes, making phone calls to

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

courts, preparing retainers, and scheduling clients for clinics. While not required, this team welcomes system-impacted individuals to apply.

Qualifications:

Experience working with low-income individuals and families preferred. Bilingual oral, reading, and writing skills in English and Spanish is preferred. Experience working with system-involved people is 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. This experience and training shall be completed no later than December 31, 2003.

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 198, including 85 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:

Please [click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

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.