



Paralegal- Bankruptcy/ Consumer Self-Help

NLSLA provides free assistance to more than 175,000 individuals and families a year through innovative projects that expand access to justice and address the most critical needs of people living in poverty throughout Los Angeles. We are a community of people who see the law as a powerful tool to fight for individual rights and social change. Our work aims to unravel entrenched disparities that have resulted from longstanding injustice, systemic racism, and institutionalized inequality.

As such, we know that a diverse mix of minds, backgrounds and experiences enhance our vision. This value is embodied within the diversity of our community offerings and among the colleagues that help enliven our culture. Cultivating an inclusive work environment that values a range of talent and ideas is a top priority for us. We enthusiastically encourage candidates of all backgrounds and abilities to apply. Reasonable accommodations may be made.

ABOUT THIS POSITION:

The Consumer Debt & Bankruptcy team comprises one supervising attorney, two staff attorneys, two full-time paralegals, one part-time paralegal and an intake screener. The team staffs a self-help center at the Bankruptcy Court in Woodland Hills on Tuesdays and Thursdays and a self-help center at Chatsworth Courthouse on Thursdays. The team intends to grow by hiring an additional paralegal.

The duties and responsibilities of this new paralegal include all the tasks for which the other full-time paralegals are responsible. Such tasks include providing information to debtors; helping debtors to complete legal forms and related tasks; coordinating brief and extended services with the attorneys, including completing legal server intakes, finalizing retainer agreements, and following up with debtors; filing documents with the court; and staffing our self-help centers.

The paralegal would be required to staff a self-help center up to two days per week, including covering for other paralegals when they are out.

In this role, you would report to the Supervising Attorney and a career path may result in future opportunities as a Senior Paralegal. This position is non-exempt.

THIS POSITION MAY BE RIGHT FOR YOU IF:

- YOU THRIVE IN A FAST-PACED ENVIRONMENT and excel at moving through tasks and problem solving independently.
- YOU ARE A GIFTED COLLABORATOR and enjoy working in a high-volume team environment.

- YOU ARE A GOOD COMMUNICATOR that knows when to ask for help, how to contribute to the team, and how to receive feedback and apply it to your work performance.
- YOU STAY ON TOP OF IT with superior time management and organizational skills.

WHAT YOU CAN EXPECT TO DO IN THIS ROLE:

- Screen litigants for bankruptcy process and consumer issues.
- Coordinates seminar presentation question and answer sessions.
- Assists Pro Bono attorneys with the litigants.
- Prepares legal documents.
- Supports attorneys at community-based legal clinics
- Inputs and tracks data for grant reporting purposes
- Maintains client and referral database.
- Travel to NLSLA program offices, courthouses, and other locations throughout Los Angeles County may be required.
- Required to staff a self-help center at least one day per week, perhaps more, including covering for other paralegals when they are out.

HOW YOU CAN STAND OUT:

For this role, the ideal candidate has

- Knowledge of Consumer and Bankruptcy legal process.
- Experience working with low-income individuals and families.
- Bilingual- Spanish, Mandarin, or other transcendent language.
- Passion for supporting people from different lived experiences.

WHAT YOU'LL NEED ON DAY ONE:

- 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 skills.
- Strong verbal and written communication skills.
- Ability to problem-solve and patience/sensitivity with people in crises.
- 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.
 - 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.
- Intermediate knowledge of Microsoft Outlook, Word, and Excel.

WHAT WE OFFER:

The salary range for this position is \$50,000-58,000.

Benefits include:

- 35-hour workweek with a hybrid schedule.
- 15 paid holidays per year
- 2 to 5 weeks of vacation per year depending on seniority.
- 12 days of sick leave per year.
- Medical, dental, and vision insurance; life and AD&D insurance; FSA; and EAP.
- A 403(b)-retirement plan.
- Monthly bilingual supplement.

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

Equal Employment Opportunity Policy

NLSLA is committed to provide a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination based on each and every characteristic protected under the law and beyond.

Decisions related to hiring, compensating, training, evaluating performance, promoting, or terminating are made fairly, and are based on job-related qualities and abilities. We provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.

We further expect every member of the NLSLA community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included, and is afforded the respect and dignity they deserve.

NLSLA Commitment to Diversity, Equity, Inclusion

NLSLA believes that racial healing and addressing inequities related to disability, religion, sexual orientation, class structures, gender, and race, are fundamental to expanding access to health, opportunity, and justice across diverse communities.

We are committed to fostering a culture of inclusion and belonging within our organization and the communities we serve. We achieve this through:

- **Continuous Learning:** Cultivating cultural competency and humility among staff through ongoing training, open dialogue, and self-reflection.
- **Equitable Practices:** Regularly reviewing and revising policies, procedures, and decision-making processes to ensure fairness and access for all.
- **Strategic Resource Allocation:** Directing resources towards initiatives that empower diverse communities and dismantle systemic barriers.
- **Meaningful Community Engagement:** Partnering with the communities we serve to co-create solutions and foster trust.
- **A Respectful Workplace:** Providing a work environment free from discrimination and where every individual is valued, heard, and respected for their unique contributions.