



Paralegal- Bankruptcy/ Consumer Self-Help

Change Lives and Transform Communities – Join Our Bankruptcy/ Consumer Self-Help Team!

Neighborhood Legal Services of Los Angeles County (NLSLA) provides free assistance to over 160,000 individuals and families each year through innovative projects that expand access to justice. We see the law as a powerful tool for social change and we're looking for passionate individuals to help us fight for justice.

We value diverse perspectives and experiences, and we believe that a strong community is built through inclusivity. NLSLA is proud to foster an environment that welcomes individuals from all backgrounds and abilities, and we encourage all qualified candidates to apply.

About the Role

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. This position is non-exempt.

What You'll Do

- 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.

What You'll Need

- 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.
- 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.
- Empathy and compassion for supporting individuals from diverse backgrounds and lived experiences.

Bonus Points if You

- Are bilingual in Spanish, Mandarin, or other transcendent language, which is highly valued in our efforts.

- Have previous experience or knowledge of Consumer and Bankruptcy legal process.
- Have passion for supporting people from different lived experiences.
- Have experience working with low-income individuals and families.

Why You'll Love Working with Us

At NLSLA, we believe in supporting our staff as they grow in their careers and live balanced lives. We offer:

- **Competitive Salary:** \$50,000–\$58,000, based on experience.
- **Work-Life Balance:** A 35-hour workweek and a hybrid work schedule to help you balance professional and personal commitments.
- **Generous Time Off:** 15 paid holidays, 2 to 5 weeks of vacation depending on seniority, and 12 days of sick leave. Exempt employees are eligible for compensatory time in accordance with company policy.
- **Comprehensive Benefits:**
 - Medical, dental, and vision insurance with a variety of plan options.
 - Basic Life and AD&D Insurance, Long-Term Disability Insurance.
 - 403(b) retirement plan with employer contributions and options for voluntary contributions.
 - Monthly bilingual supplement for qualified employees.
- **A Culture of Inclusion:** We are committed to fostering a respectful, inclusive work environment where everyone can thrive.
- **Perks:** Technology reimbursement to help you stay connected and equipped to do your best work.

Apply Today

Are you ready to make a lasting impact on the lives of vulnerable families in Los Angeles?

Apply now to join our team and be part of a mission-driven organization dedicated to justice and equity. [Click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

We are excited to hear from you!

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's Commitments

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 communities.
- **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.