



Paralegal – Consumer Debt & Bankruptcy

Change Lives and Transform Communities – Join Our Consumer Debt & Bankruptcy Team!

Neighborhood Legal Services of Los Angeles County (NLSLA) provides free assistance to over 175,000 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

Join the attorneys, paralegals and intake screener on the Consumer Debt & Bankruptcy. The team provides self-help services, brief/limited-scope services and direct representation. As part of this work, the team staffs a self-help center at the Bankruptcy Court in Woodland Hills on Tuesdays and Thursdays, a self-help center at Chatsworth Courthouse on Thursdays, and a monthly consumer debt clinic at the Van Nuys Public Library.

The paralegal would be required to staff these self-help centers up to two days per week, including covering for other paralegals when they are out, rotate coverage of the monthly Consumer Debt Clinic at the Van Nuys Public Library with other paralegals, cover other clinics that may be developed, and various outreach and educational events.

In this role, you would report to the supervising attorney of the Consumer Debt & Bankruptcy Team. This position is non-exempt.

What You'll Do:

- Staff self-help centers multiple days per week, team clinics and outreach events, , including covering for other paralegals when they are out
- Provide information and guidance to self-represented litigants

- Screen litigants for bankruptcy and consumer issues
- Screen litigants for eligibility
- Handle a high volume of calls and walk-in applicants
- Support attorneys at community-based legal clinics, self-help centers and with retained clients, and remotely
- Assist staff and Pro Bono attorneys with the litigants
- Prepare legal documents
- Finalize retainer agreements
- Input and track data for grant reporting purposes
- Maintain client and referral database
- Coordinate and deliver presentations
- File documents with the court
- Provide translation and interpretation where language capacity permits
- This position is designated as hybrid. Employees are required to work on-site a minimum of two (2) days per week, with the remaining time eligible for remote work as business needs allow. Specific in-office days may be set by the department or manager to support team collaboration and organizational priorities.
- Travel to NLSLA program offices, courthouses, and other locations throughout Los Angeles County may be required.

What You'll Need:

- Qualified candidates must have one (1) 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 would need to have been completed by December 31, 2022.
- Working knowledge of Microsoft Outlook, Word and Excel, business communication platforms, and web-based case management platforms.
- Passion for NLSLA mission and demonstrated commitment to advocating for the legal rights of low-income individuals.
- Passion, empathy, and compassion for supporting people from different lived experiences.

Bonus Points:

- Bilingual in Spanish, Chinese (Mandarin or Cantonese), or in any of the other Los Angeles threshold languages due to the high number of diverse linguistic needs residents in the community, , which is highly valued in our community outreach efforts.
- Knowledge of Consumer and Bankruptcy legal process.
- Passion for supporting people from different lived experiences.

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 Compensation:** \$31.32–\$35.71 per hour (equivalent to approximately \$57,000–\$65,000 annually based on a 35 hour work week), depending on experience.
- **Generous Time Off:** 15 paid holidays, 2 to 5 weeks of vacation depending on seniority, and 12 days of sick leave.
- **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. Note: Qualified employees with bilingual proficiency are expected to provide in-language assistance when feasible to support language access and in furtherance of NLSLA's mission. This expectation applies whether or not the employee receives the bilingual supplement.
- **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.

NLSLA is a unionized workplace. Membership in the union is a condition of employment for this position.

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.

We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance. Please note that, in limited circumstances, certain convictions may be considered incompatible with the responsibilities of specific roles, particularly where the safety and well-being of vulnerable client populations are a concern.

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.