

Legal Assistance of Western New York, Inc. ®



We provide free legal aid to people with civil legal problems in western New York.

www.lawny.org

OVS Paralegal - Olean

POSITION ANNOUNCEMENT (OCTOBER 2018)

VICTIM RIGHTS PARALEGAL (OLEAN, NY)

The Olean office of Legal Assistance of Western New York, Inc.® (LawNY®) has an opening for a full-time Paralegal who will work as part of a project to provide civil legal services to victims of crime, including survivors of domestic violence and sexual assault. The Paralegal will work under the supervision of project staff attorneys providing civil legal help for victims on a range of issues, including orders of protection, custody, support, housing, public benefits, employment, health, education and consumer law, as well as victims' rights enforcement. Duties will include maintaining contact with clients, assisting in gathering documentation and evidence, conducting legal research, drafting correspondence and pleadings, attending meetings and court appearances, and assisting with grant reporting. The project will involve close coordination with the local domestic violence and sexual assault services agencies, as well as with the New York Crime Victims Legal Network and is funded by a grant from the New York State Office of Victim Services.

Program: Legal Assistance of Western New York, Inc.® is a not-for-profit law firm which provides civil legal services to low-income clients in a fourteen county area of western New York including the Finger Lakes and Southern Tier region. Our staff work closely across areas of specialization to bring a holistic approach to addressing law-related issues affecting our clients and communities. The Olean office serves the residents of Cattaraugus County and will also serve Alleghany County under this project.

Requirements: A college degree and/or a combination of education and relevant work experience is required. Applicants should have a demonstrated commitment to working with victims of crime, excellent oral and written communication skills, and superior organizational skills.

Salary: Salary is dependent on experience and based on a pay scale with annual increments. The entry-level salary for a Paralegal is \$25,500 increasing to \$31,300 for a paralegal with five years' experience. LawNY® has an excellent health and benefits package as well as generous leave provisions. This position is considered Non-exempt under the Fair Labor Standards Act.

Procedure: Applicants should submit the following:

- (1) a cover letter describing their interest and qualifications,
- (2) resume, and
- (3) three references

to the attention of Mr. Jeffrey Reed, Managing Attorney, via email to:
lawnyapplications@lawny.org by **November 15, 2018**.

Legal Assistance of Western New York, Inc.® (LawNY®) is an equal opportunity employer. LawNY® encourages applications from diverse candidates. LawNY® welcomes applications regardless of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability, genetic information or any other consideration protected by law.

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