

Legal Assistance of Western New York, Inc. ®

Legal Services Paralegal

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

www.lawny.org

Legal Services Paralegal - Ithaca

LEGAL SERVICES PARALEGAL (ITHACA, NY)

The Ithaca office of Legal Assistance of Western New York, Inc.® (LawNY®) has an immediate opening for a Paralegal in our Housing and Benefits Unit. Responsibilities will include a broad range of outreach, intake, advocacy and case management services related to preserving and securing safe and affordable housing, including eviction defense, homelessness prevention, and housing advocacy for clients in Tompkins County. The Paralegal's duties will include outreach to clients and community agencies, initial client intake interviews, factual investigation of clients' cases, legal research, preparing legal documents, and communication with clients, government and community agencies, including shelter providers, landlords, opposing counsel, and the courts.

Program: LawNY® is a not-for-profit law firm which provides civil legal services to low-income clients in a fourteen-county region in the Finger Lakes and western New York State. The Ithaca office serves two of those fourteen counties (Tompkins and Tioga) and provides representation primarily in the areas of housing, government benefits, family law, elder law, reentry, civil rights, and consumer law. Our Ithaca staff includes attorneys, paralegals, and a legal support team who work closely across areas of specialization to bring a holistic approach to addressing law related issues affecting our clients and community. We are looking for a Paralegal who can develop and implement early intervention and case management project to supplement our existing court-oriented eviction defense and housing advocacy services.

Requirements: College degree and/or relevant work experience, is required. Applicants must have excellent organization and writing skills. Excellent interpersonal skills and ability to work with minimal supervision is necessary. A commitment to helping poor and disadvantaged people overcome institutional barriers to legal access is desired. Proficiency in Spanish is an advantage

but is not required.

Salary: Salary is dependent on experience. The salary for a Paralegal who is credited with five years of experience is \$31,300. The initial salary will increase annually based upon LawNY®'s salary scale. LawNY® provides excellent health insurance, disability and employee benefits package.

Procedure: Applicants should submit a cover letter describing qualifications, resume, and the names of three references by January 18, 2019, to ensure full consideration. Applications will be accepted beyond that date until the position is filled. Applications should be sent by email to **Gregg A. Thomas, Managing Attorney, Ithaca Office** at: lawnyapplications@lawny.org.

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. This position is considered Non-Exempt under the Fair Labor Standards Act.

Printed: April 23, 2019

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