

Legal Aid Society of Mid-New York, Inc. (LASMNY)

JOB POSTING
January 20, 2022

Paralegals (Multiple Locations)

Binghamton, Cooperstown, Oneonta, Oswego, Syracuse, Utica, Watertown

The Legal Aid Society of Mid-New York, Inc. (LASMNY) is actively seeking (3) Paralegals in our housing preservation program. The employment opportunities are available immediately, and staff may choose which office to work from. Travel will be required. The position reports to Christina Reilly, Managing Attorney.

Essential Job Functions

Supporting the work of attorneys, primarily in landlord-tenant matters, who are providing legal assistance and advocacy to individuals and families at-risk of homelessness. Scheduling and calendaring court appearances. Screening applicants, including obtaining documentation and determining eligibility for services, at off-site clinics and courts. Interviewing clients and witnesses and investigating claims. Assisting attorneys in the preparation of cases, including conducting legal research and preparing drafts of legal documents and memorandum, as permitted by law and ethical considerations. Participating in outreach activities with tenant groups, prospective clients, courts, and community groups. Collecting data, entering information into case management system, and maintaining files.

Job Qualifications

The successful candidate will have a Bachelor's degree, Associate's degree, paralegal certificate or an equivalent combination of prior work experience. Prior work experience preferably in a legal environment. Other qualifying factors include the nature and extent of prior relevant experience, knowledge and understanding of legal problems and needs of low-income persons, prior experience in the client community or in other programs to aid low income persons. Bilingual or multilingual a plus. Must possess a valid NYS driver's license.

Application Process

We encourage interested qualified employees to apply for this position by responding to this email with a cover letter and updated resume. ***The deadline for this application process is Wednesday, January 26, 2022 by 5 pm.***