

Receptionist/ Intake Paralegal – Spring Valley, NY

Legal Services of the Hudson Valley

<http://www.lshv.org>

Date Posted: 04/19/2021

Job Type: Receptionist/Paralegal–Spring Valley, NY

Schedule Type: Full-Time

About Us

For more than 50 years, Legal Services of the Hudson Valley (LSHV) has been providing free, high-quality legal counsel in civil matters when basic human needs are at stake including: eviction and foreclosure prevention, domestic violence, disability, elder law, healthcare, consumer fraud and more. Our services support almost 600,000 poor and low-income families and individuals who cannot afford an attorney in our seven-county service area. With the gap separating those who can and cannot afford legal representation widening each day, we work to ensure that everyone has equal access to justice, regardless of their ability to pay. As the only provider of comprehensive civil legal services in the lower and mid-Hudson Valley (Westchester, Putnam, Dutchess, Rockland, Orange, Ulster and Sullivan), LSHV is proud to have handled over 12,000 cases impacting nearly 27,500 household members including 10,000 children last year. LSHV is made up of ten offices, and a dedicated and highly skilled staff of attorneys, paralegals and administrative professionals.

Legal Services of the Hudson Valley is proud to be an equal opportunity employer that celebrates our employees' differences. Applicants of diverse race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability and veteran status, are strongly encouraged to apply. Our differences make us better.

Position Description

Legal Services of the Hudson Valley (LSHV) has an immediate opening in our Spring Valley Office for a Receptionist/Intake Paralegal. Under the supervision of the Attorney-in-Charge, this person will be responsible for administrative duties in support of the office and clients.

Responsibilities include but are not limited to:

- Initial client intakes, and in some cases in-depth screening of applicants for eligibility and services;
- Spanish translation and interpretation;
- Front desk reception duties for walk in clients and phone clients, including provision of non-legal information and referrals;
- Maintenance of file records for client and applicants for services;
- Administrative work as well as general clerical duties, in support of the office staff;

Qualifications

- Associate's degree;
- Excellent interpersonal skills;
- Strong written and verbal communication skills;
- Ability to work effectively with a diverse group of stakeholders;
- Excellent time management, organizational, and problem solving skills;
- Proficiency in Microsoft Office programs

Preferred

- Demonstrated commitment to serving low-income persons with prior experience in legal services or similar program;
- Fluency in written and spoken Spanish;
- Certification in paralegal studies

Salary: Competitive union scale, with excellent benefits.

Please apply for this position at our Career Center by following this link, and include a resume and cover letter:

[Receptionist/ Intake Paralegal – Spring Valley, NY - Legal Services of the Hudson Valley](#)

"I treasure the opportunity to work with colleagues whom I respect and admire. It is an honor to work at Legal Services of the Hudson Valley. With every court appearance, every client meeting, every negotiation with opposing counsel, every brief I submit, I take great pride in promoting justice, leveling the playing field for our clients and advocating with every fiber of my being for our clients." LSHV Staff Attorney