

Paralegal Temporary (1 Year) - Newburgh, NY

Legal Services of the Hudson Valley

<http://www.lshv.org>

Date Posted: 5/4/2021

Job Type: Paralegal

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 a paralegal opening in our Newburgh, NY office. The position is a support position to staff attorneys representing clients in housing matters in Newburgh City Court and will involve assisting with the completion of rental arrears applications.

The duties include screening, intake, provision of technical, legal, investigative and research support, including writing. Provision of legal advice and some case handling under the supervision of an attorney may be required. The person hired will also be expected to adhere to program and case handling standards, funder requirements, and the highest professional standards. Furthermore, the ability to travel to various outreach locations in Orange County is also expected.

Requirements

- Associates Degree;
- Experience and competency with Microsoft Office environment (Word, Excel, Outlook etc.) and ability to input data efficiently into database;
- Excellent written and verbal communication skills;
- Driver's license and transportation

Preferred

- Four-year degree;
- English/Spanish bilingual;
- Paralegal Certificate
- Demonstrated commitment to serving low-income persons with prior experience in legal services or similar program;

Salary: Competitive union scale, with excellent benefits.

Please apply at our career center by following this link, and include resume, cover letter writing sample and three references:

[Paralegal Temporary \(1 Year\) - Newburgh, 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