

Paralegal – White Plains, NY

Legal Services of the Hudson Valley

<http://www.lshv.org>

Date Posted: 6/15/21

Job Type: Paralegal – White Plains, 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 almost 15,000 cases impacting more than 34,000 household members including 13,000 children last year. LSHV has ten offices, a staff of 165, including 100 attorneys and 35 paralegals.

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 for a paralegal in our White Plains office. The position is a support position to staff attorneys representing clients in Westchester County and provides general office support to the whole team.

The duties include being responsible for administration functions and duties in support of attorneys, clients and the office team including screening clients, conducting in-depth interviews of clients for intake, and follow-up investigations in support of the client's legal matter. Paralegals engage in technical support, client communication, administrative support for attorneys as well as gathering and collecting essential legal documents. Provision of legal advice and some case handling under the supervision of an attorney may be required including communicating with courts and related personnel in various towns, villages and cities. The paralegal also assists the attorneys in maintaining physical and electronic files in a case management system for clients and applicants for services and in compliance with funder requirements. Additional responsibilities may include supporting team members as needed when other legal professionals are unavailable. 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 Westchester 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;
- Must be comfortable using new technology programs;
- Excellent written and verbal communication skills;
- Strong writing skills
- Driver's license and transportation (e.g. car)

Preferred:

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

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 – White Plains, NY - Legal Services of the Hudson Valley](#)