

# Paralegal – White Plains, NY

## For our General Practice and Domestic Violence (DV) Units

### Legal Services of the Hudson Valley

<http://www.lshv.org>

**Date Posted:** 12/21/2021

**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.

#### **Job Description**

Legal Services of the Hudson Valley (LSHV) has an opening for a bi-lingual paralegal who would work partially within the Domestic Violence Program (DV) and partially as a general practice paralegal within the White Plains Office. This position is a support position to staff attorneys representing clients in Westchester County and occasional travel to White Plains, Mount Vernon, New Rochelle, and Peekskill or other townships may be required.

The duties include screening, intake, provision of technical, legal, investigative and research support, case handling of DV cases and assistance in identifying supporting documents and information for clients. This would also entail providing support to the attorneys in the DV unit. In addition to these duties, this person would provide backup for English speaking attorneys staffing our office. The person will also be part of the team of general practice paralegals assisting with other office responsibilities as needed including conducting intakes, legal research, drafting papers, providing translations, conducting outreach in various courts and settings. The right candidate would be trained to do presentations to community groups in Spanish which would help to expand the capacity of our DV unit in reaching out to the Spanish community. Paralegals provide backup to the other legal professionals and may be asked to provide general administrative support. The person hired will also be expected to adhere to program and case handling standards, funder requirements, and the highest professional standards.

#### **Qualifications**

- Associate Degree;
- Skilled in Microsoft Office & Word environment (Word, Excel, Outlook etc.); ability to input data efficiently into database;
- Must be comfortable using new technology programs;
- Excellent written and verbal communication skills;
- Excellent time management skills;
- Ability to collaborate with multiple legal professionals inside and outside the organization and a willingness to pitch in and help;
- A driver's license and the ability to gain access to a car or travel in Westchester County for outreach and translations

#### **Preferred**

- Bachelor's Degree;
- Paralegal certification;
- Bi-lingual – Fluency in Spanish & English;
- Demonstrated commitment to serving low-income persons with prior experience in legal services or similar program

**Salary:** DOE, union scale, with excellent benefits.

**Please apply through this link and include cover letter, resume, writing sample and three references:**

## **Paralegal – White Plains, NY - General Practice and Domestic Violence Units**

*“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*