

Paralegal – Sullivan County, NY - Legal Services of the Hudson Valley

<http://www.lshv.org>

Date Posted: 1/07/2022

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 dedicated to building a highly skilled workforce that reflects the diverse communities we serve and where everyone feels empowered to bring their authentic selves to work. We are committed to racial justice and promoting equity for all, and we continuously review and strengthen our processes and practices to empower our staff, clients and the communities we serve. Respect is a cornerstone of relationships among our staff. Our affinity groups are self-directed and provide a space for members to support one another and their shared vision. We encourage applications from people of all identities.

Position Description

Legal Services of the Hudson Valley (LSHV) has a paralegal opening in our Sullivan County, NY office. The position is a support position to staff attorneys representing clients in housing matters in Sullivan County Courts.

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 Sullivan 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. Hybrid office/work from home arrangements are an option for this position.

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

[Paralegal – Sullivan County, NY - Legal Services of the Hudson Valley](#)

Legal Services of the Hudson Valley is a proud equal opportunity employer. People of all races, color, religion, gender, sexual orientation, gender identity, national origin, age, disability and veteran status, are strongly encouraged to apply.