

# Receptionist/ Intake Paralegal – Kingston, NY

## Legal Services of the Hudson Valley

<http://www.lshv.org>

**Date Posted:** 09/8/2022

**Job Type:** Receptionist/Paralegal–Kingston, 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 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 an immediate opening in our Kingston office for a full-time 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 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:** DOE, union scale, with excellent benefits. A one-time \$1,000 bonus will be paid to the selected candidate, if they begin employment with LSHV by 12/31/2022. After a probationary period, this position may permit work from home a few days per month.

Upon commencing employment at LSHV, candidates will be required to show proof of either being fully vaccinated against COVID-19, or produce, on a weekly basis, a negative COVID-19 test. Fully vaccinated is defined as two weeks after having completed a sequence of FDA approved COVID-19 vaccinations, followed by an FDA approved Covid-19 booster shot. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

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

[Receptionist/Paralegal, Kingston, 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.