

Paralegal – New Windsor, NY

Legal Services of the Hudson Valley

<http://www.lshv.org>

Date Posted: 3-13-2023

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.

Position Description

Legal Services of the Hudson Valley (LSHV) has a paralegal opening in our New Windsor, NY office. The position is a support position to staff attorneys representing clients in Orange County with a focus and provides general office support to the whole team.

The duties include being responsible for administration functions in support of attorneys, clients and the office team including screening clients, conducting in-depth interviews of clients for intake, and follow-up investigations 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. 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 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: DOE, union scale, with excellent benefits. After a brief probationary period, this position may permit work from home up to six days per month

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

PARALEGAL - NEW WINDSOR, NY - LEGAL SERVICES OF THE HUDSON VALLEY

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.