



**Law Offices of
Florida Rural Legal Services, Inc.**

Job title:	PBC REAP Paralegal		
Department:	Support Staff		
Reports to:	PBC Project Development Attorney		
FLSA:	Non-Exempt	<i>FTE: 1</i>	

Job Overview

Florida Rural Legal Services is seeking a Paralegal to serve as the initial contact for potential clients of the Palm Beach County Community. Maintains call logs/records, enters client data in the Legal Server database, drafts letters and other documents, performs clerical/administrative tasks, and assists staff with outreach activities. Researches and maintains knowledge of current fair housing law, both federal and local county ordinance, investigates facts, and prepares cases. This position requires demonstrated ability and experience working effectively with clients in crisis. The Paralegal acts as a member of the legal team, or a “non-lawyer assistant” and thus must keep all client information confidential.

This is a 1-year contract position, which may be extended.

Essential Functions

Duties:

1. Makes client telephone calls and performs case intake for fair housing clients.
2. Prepares cases for litigation – either defense of eviction or filing of civil case with staff attorney.
3. E-files pleadings with court clerk.
4. Provides clients and Project Development attorney with appropriate paralegal assistance. Perform all required support duties to assist attorney with client communications, research, investigation, negotiations, trial-preparation, and support and hearings and related activities.
5. Maintains general administrative work – prepares files, drafts correspondence, updates/maintains case management system and other similar duties.
6. Performs trainings/presentations and provides assistance at fair housing or small business workshops.
7. Prepares/orders and distributes fair housing and small business flyers, brochures and other materials at fairs and community organizations.
8. Attends staff and other meetings in the community as assigned.
9. Keeps accurate accounting of time spent on each client's case through the online case management system.
10. Stays current on emerging professional information.

11. Maintains confidentiality of all information handled.
12. Complies with all agency policies and procedures.
13. Works with other staff members to form a positive, supportive team atmosphere.
14. Must work the days and hours to perform all assigned responsibilities and tasks and be punctual and timely in meeting all performance requirements, including but not limited to, attendance standards and work deadlines.
15. Enters data in the Legal Server client case management system to capture information needed for statistical reporting and grant compliance.
16. Participates in case acceptance & other office meetings to determine strategies for client services.
17. Provides documentation, statistical information and other records as required by the grant.
18. Participates in training to keep up CLEs relevant to the various areas of the law necessary to support the housing attorney.
19. Verify and process Landlord payment checks and conduct check reports; then distribute as specified.
20. Interface with agencies to resolve any issues with invoiced payment amounts.
21. Perform other duties as assigned.

Working conditions

QUALIFICATIONS

1. Paralegal degree or certification.
2. Knowledge of the legal system, commitment to the mission of FRLS and compassion for the clients.
3. knowledge of Spanish and/or Haitian Creole is preferred.
4. Ability to forge positive relationships with prospects and colleagues.
5. Good organizational, interpersonal and communication skills.
6. Ability to work collaboratively, yet independently.
7. Creativity and ability to maximize the use of existing resources.
8. Working knowledge of Microsoft Suite (Word, Excel and PowerPoint) and Case Management System.
9. Must be able effectively communicate with peers, supervisors, clients and the public.
10. Must be able to effectively work in high pressure situations which involve deadlines.
11. Must be able to work weekends and travel when needed.

Physical requirements

Physical Requirements:

1. This is a largely sedentary role, however, some lifting of office supplies up to 20 pounds may be required.
2. Must be able to travel throughout Florida, as needed.

Direct reports

None

Other

Job Types: Full-time, Contract

EEOC Statement:

Florida Rural Legal Services, Inc., does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other characteristic protected by federal, state or local law.

Employee acknowledgment of receipt: _____

Date: _____