



Free Civil Legal Aid

TACOMAPROBONO
www.tacomaprobono.org

POSITION ANNOUNCEMENT

Job Title: Paralegal, Housing Justice Project

Job Type: Full-time

Salary & Benefits: Salary DOE (grant funded), medical/dental available

Application Deadline: February 19th, 2021

Start Date: March 1st, 2021 preferred; open until filled

Mission Statement

Tacomaprobono Community Lawyers (TPB) is a nonprofit organization providing clients with legal representation, self-help materials, and paralegal support to combat systemic inequality and racism by ensuring meaningful access to justice for low-income individuals who have civil legal needs in Pierce County, Washington.

Nature of Work

The HJP is a specific program under TPB. Eviction and other housing-related issues are among the most-often identified civil legal need in Pierce County. TPB is ensuring this need is addressed by increasing HJP attorneys. The HJP Paralegal will work with TPB staff and volunteers to provide professional, client-centered representation to low-income individuals facing eviction hearings and other various housing-related issues in Pierce County Superior Court. The HJP Managing Attorney supervises HJP Staff Attorneys, and the HJP paralegal provides direct support for the attorney positions.

Essential HJP Paralegal Functions

- Prepare and manage a high-volume caseload.
- Participate in the training and support of HJP volunteer attorneys.
- Develop and maintain relationships with opposing counsel, the court, and the community.
- Participate in specialized legal clinics, know your rights presentations, and other formal and informal opportunities for low-income tenants to access legal advice and representation; make referrals to other TPB clinics and programs and other organizations to ensure low-income tenants have holistic access to legal representation and client services for all legal needs.

- Use, participate in, and cooperate with other programs operated by TPB to improve existing legal services, including, but not limited to, the TPB VOCA (Victims of Crime Act)-funded Staff Attorney and paralegal follow-up program.
- Participate in specific and general program volunteer recruitment and CLE trainings.
- Provide attorney support to managing attorney.
- View docket daily and check for conflicts.
- Prepare pleadings, correspondence, and other documents.
- Check/maintain potential client contact.
- Schedule volunteer attorneys based on daily need.
- Calendar and confirm court hearings and other dates.
- Manage attorney calendar and schedule.
- File pleadings and other legal documents with various courts.
- Proofread and edit documents as needed.
- Set-up, organize and maintain client files in legal server.
- Add attorney time and HJP outcomes to client files.
- Maintain and search databases (LINX, JIS, etc.).
- Work with clients to gather and convey information, and ensure all relevant documents are brought to hearings.
- Prepare material for oral arguments (Case law, etc.).
- When necessary- prepare for trials; organize exhibits, witness materials, the trial notebook, and all other supporting documents; coordinate trial logistics.
- Perform administrative functions for office, and at court, by scanning and filing documents into the client's legal server file; perform word processing functions, perform filing, e-filing, service, working copies and calendar deadlines.
- Maintain relevant resources and update quarterly.
- Continue to expand legal knowledge in all areas, specifically related to tenant rights.
- Provide support for community outreach events.
- Work on special projects as assigned.
- Perform other job duties as assigned.

Courthouse

- Open/close clinic.
- Intercept potential clients and conduct client interviews.
- Collect court pleadings and relevant documents.
- Provide administrative support for volunteer attorneys.
- Interact with court staff, opposing counsel, and sheriff's department.
- Draft relevant pleadings (NOA, Limited Dissemination, Order, etc.).
- Make copies for opposing counsel, client and sheriff's department, as necessary.
- File documents with the clerk's office.
- Provide tenants with housing resources/exit packets.

Office

- Meet with clients to prepare answers or notice of appearances- pre-eviction.
- Correspond with opposing counsel/party, as necessary.
- Interview client and draft necessary documents (limited dissemination, stay/vacate).
- Draft letters for clients with pre-litigation notices.

- Provide clients with relevant resources and packets (small claims, limited dissemination, stay/vacate)
- Provide court support for clients in ex-parte (signing in, setting hearings).
- Assisting clients in serving documents on opposing counsel/party.

DAC Tenant Rights Clinic

- Manage clinic and ensure correct legal issues are scheduled in legal server.
- Assist managing attorney in answering questions and printing relevant documents.
- Checking clients out after attorney advice and scheduling for follow-up, as necessary.
- Ensuring all drafted letters are mailed to opposing counsel/party.
- Follow-up with clients periodically after receiving correspondence from opposing counsel/party.

Other

- Attend meetings with Pierce County Coalition to Prevent Homelessness.
- Attend CLE's, as necessary.
- Work with community partners such as Tacoma Housing Authority, Pierce County Housing Authority, and MDC.
- Attend various community events to prevent homelessness.
- Attend training, as necessary.
- Arranging and coordinating optional HJP-related volunteer attorney out-of-court functions.

Experience and Qualifications

- Knowledge in Washington housing law, or a commitment to learn this specialized field.
- Litigation and direct client management experience preferred.
- Demonstrated experience working directly with low-income clients, individuals from diverse ethnic, cultural, and socio-economic backgrounds, survivors of domestic violence or sexual assault, or individuals from historically marginalized and oppressed communities.
- Established commitment to providing legal assistance to low-income clients.
- Demonstrated ability to work both independently and collaboratively with others.
- Proficiency with Microsoft Office and LegalServer or other case management software.

Physical Requirements

The physical demands described above are representative of those required by an employee to successfully perform the essential functions. Ability to sit or stand for extended periods of time; interact with computer screens and manipulate essential computer components (i.e., mouse and keyboard). Mobility around the office, and abilities to bend/stoop, push/pull, and perform unassisted lifting consistent with the job duties are required.

To Apply

For consideration, submit a letter of interest, resume, and 3 professional references to Carly Roberts, Executive Director, at carly@tacomaprobono.org.

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