



# Northwest Justice Project

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César E. Torres  
Executive Director

## Job Announcement Temporary Intake Paralegal – King County Office Two Vacancies

The Northwest Justice Project has received one-time funding from Legal Services Corporation (LSC) to expand its capacity to serve the expected increase in need for our services arising out of the COVID-19 emergency. As a result, NJP will add two temporary Intake Paralegals to serve as part of a statewide team of legal services advocates who work cooperatively, with other providers, to bring high quality representation to low-income Washingtonians in the areas of consumer, housing, and employment law. The anticipated employment duration of this position is July 1, 2020 – December 31, 2020. These positions will be located in NJP's Seattle office, but may also include remote work as required by the changing needs of the COVID crisis.

The paralegal role gathers information, and provides advice, limited assistance, and referral services to our King County clients in these areas of law. To the extent permitted by funding source restrictions, paralegals use a broad range of advocacy tools in multiple forums to address client needs.

Paralegals render civil legal services to eligible clients consistent with the Rules of Professional Conduct. The paralegal is expected to demonstrate sensitivity to the needs of the Northwest Justice Project, as a public service entity, and to be accountable to and maintain constructive, professional working relations with the clients, the legal community, and the community at-large.

### **DUTIES:**

- Conduct initial client interviews to gather information, assess cases, and spot potential legal issues;
- Advise clients on matters where the paralegal has special knowledge or expertise, under attorney supervision as appropriate;
- In cases identified as within the King County unit priorities, prepare case files for referral to NJP advocates for further representation;
- Provide brief service where appropriate to assist clients in completing legal documents and/or preparing pro se court filings;
- Refer cases not within the King County unit priorities to outside agencies and/or attorneys;
- Support attorneys at public outreach events and legal clinics;

- Develop self-help and legal education materials for the client community regarding legal rights and responsibilities as well as instructions for pro-se representation in applicable legal arenas;
- Coordinate and conduct outreach to client communities and groups as appropriate and consistent with assigned responsibilities; help prepare and disseminate legal education materials, support community agencies in advocacy efforts, etc.
- Establish contacts, develop and maintain relationships with courts, bar associations, other legal services providers, community organizations and low-income groups.

**QUALIFICATIONS:**

- Prior experience in the limited practice of poverty law or equivalent experience\*
- Experience doing client intake in a legal setting desired\*.
- High school diploma or equivalent required; four-year degree helpful\*;
- Prior experience in a paralegal role helpful.
- Excellent oral and written communication skills;
- Ability to learn, analyze, and apply legal principles;
- Prior experience working with marginalized communities or working for clients in crisis preferred;
- Computer proficiency in MS Office Suite and the ability and interest in learning new software applications necessary for the efficient administration of the project;

*\*Combination of equivalent education, certifications and experience may substitute for each requirement*

NJP has an organizational commitment to fight racism and to incorporate equity and inclusion in both the work we do and work environment we create. All staff are expected to uphold this commitment and approach their role with a desire to learn and grow in this area.

**Salary Range:** Starting salary is based upon years of experience, with an annual salary range starting at \$46,382 to \$84,633. This is a non-exempt position. NJP offers a comprehensive benefits package, which includes 100% paid employee health premiums and significant premium shares for family health premiums, as well as generous time off.

**Hours of work:** NJP's typical client office hours are 9:00 – 5:00, Monday through Friday. Hours may vary based on client need.

**To Apply:** Submit a letter of interest and current resume to Victoria Hester at [resume@nwjustice.org](mailto:resume@nwjustice.org). Cover letter and email subject line should clearly reference "Temporary Intake Paralegal – King County." Cover letter should include description of any past experience, personal or professional, with low income or other marginalized communities. The Northwest Justice Project is especially interested in qualified candidates who professional, personal and/or service experience allows them to contribute to and support the legal aid community's commitment to race equity.

**Application Deadline:** Applications will be considered as they are received and until the positions are filled.

*NJP is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NJP actively promotes mutual respect, acceptance, teamwork and productivity. NJP is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious preference, marital status, sexual orientation, gender identity, gender expression, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application or interview process or for more information about the project should contact Victoria Hester at 206-707-0998.*