

STAFF PARALEGAL JOB DESCRIPTION

It is a staff paralegal's responsibility to provide assistance to eligible Vermonters with legal problems under the supervision of one or more project directors.

Duties and Responsibilities may include:

1. Screen applicants to determine eligibility.
2. Conduct intake and interviews of eligible clients.
3. Communicate with clients as needed and in accordance with applicable rules; make referrals as appropriate.
4. Maintain all client files, records, and other data as required in the case management system, including maintaining accurate and contemporaneous timekeeping for all work activities.
5. Carry out administrative responsibilities as a VLA employee in a prompt and thorough manner (including following payroll and reimbursement request procedures), as well as grant-related data and document requirements.
6. Develop competency in all areas of practice.
7. Assists Vermont Legal Aid attorneys with litigation; prepare legal documents and memoranda.
8. Represent clients at administrative hearings and other appropriate forums.
9. Act as a resource person for the rest of the program in a substantive area as assigned by the Executive Director or Project Director.
10. Provide supervision to other personnel as designated in accordance with program policy.

This is a non-exempt position and reports to the relevant Project Director. Some in-state travel required. Salary is set based on the lay advocate scale.

11. Work closely with VLA attorneys, paralegals and support staff, community members, officials of legal and social agencies, and others as appropriate.
12. Ensure that self and all personnel acting under supervision comply with the requirements of the Code of Professional Responsibility and with VLA's policies and procedures.
13. Carry an on-going caseload.
14. Other duties as assigned.

Qualifications:

1. Four years of professional work experience or bachelor's degree, or a comparable mix of education and experience.
2. Experience and/or commitment to working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
3. Excellent oral and written communication skills, including the ability to produce professional outreach materials.
4. Commitment to working in a collaborative, team-based setting.
5. Ability and willingness to work autonomously and independently with a minimum of supervision as required by the particular job.
6. Ability and willingness to make decisions and solve problems creatively under tight deadlines.
7. High level of initiative and ability to plan.
8. Demonstrable organizational skills in managing complex workload.

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