

## **JOB ANNOUNCEMENT**

### **Temporary Housing Law Staff Attorney or Paralegal (Santa Cruz)**

**(1-year grant funded position, with possible annual  
renewal for up to five years)**

**Full Time:** 35 hrs a week

**Reports to:** Executive Director

**POSTED:** OCTOBER 10, 2022



#### **About Senior Citizens' Legal Services**

SCLS has provided high-quality, free legal services to elderly residents of Santa Cruz and San Benito Counties since 1972. Our Vision is that all elders feel respected and secure – regardless of economic status, race, gender, or ability – and have equal access to legal services. We provide free legal services to defend the rights of the elderly to quality housing, government benefits, and protection from exploitation and discrimination. Our team is committed to maintaining a healthy work-life balance and cultivates a culture of equity and inclusion within where all staff can flourish and grow professionally and well beyond.

#### **About the Partnership between Senior Citizens Legal Services and the Santa Cruz Superior Court.**

The goal of this innovative partnership project is to keep people safely housed by educating both sides in housing disputes and promoting mediation prior to unlawful detainer ("UD") hearings. This full-time position will provide in-person, in pro per services to indigent tenants and landlords at the Santa Cruz County Law Library and at SCLS. The target population for these new services are indigent landlords and tenants from across Santa Cruz and San Benito counties. This is not a remote position. All applicable COVID protocols must be followed.

#### **DUTIES & RESPONSIBILITIES:**

The representative duties of this position include but are not limited to the following:

- Assist self-represented individuals of all ages dealing with housing issues by providing information about the rights of both Landlords and Tenants, providing information and referrals to mediation to resolve issues outside of court and avoiding the eviction process, helping with notices to terminate tenancies in accordance with current laws, and filing or responding to Unlawful Detainer proceedings in Superior Court.
- Work with Conflict Resolution Center to offer mediation before and after the filing of an Unlawful Detainer.
- Interview customers (in person, phone, email, mail).
- Assist self-represented individuals with completion of court forms, understanding of court processes, and trial preparation.
- Conduct legal research.
- Participate in program development, community outreach and public presentations.
- Engage in professional development, including attending trainings, engaging in self-study to ensure providing accurate, updating information on legal options and processes surrounding housing law.
- Maintain client data base and preparing statistical reports for this grant.
- Establish and maintain professional relationships interactions with various partnering and community agencies.

## **MINIMUM QUALIFICATIONS:**

### *Required:*

- Member in good standing with the State Bar of California OR paralegal certificate.
- Computer literate, especially with MS -Suite, Proficient Excel Skills, and G-Suite. Knowledge of Odyssey Case Management System is helpful.
- Applicant should be detail-oriented and have good written and verbal communication skills.
- Ability to work in a fast-paced environment and manage several projects at once or handle a high-volume of customers.

### *Knowledge of:*

- Bilingual English & Spanish fluency strongly preferred.
- Principals and court procedures for housing law issues.
- Program and policy development, implementation, and administration.
- Principals and techniques of quality customer service.
- Legal research processes.

## **OTHER REQUIREMENTS:**

- Establish and maintain effective work relationships with judicial officers, court staff and SCLS staff.
- Ability to work with people of diverse socioeconomic backgrounds
- Ability to work with people who are experiencing mental health challenges.
- Ability to work with time constraints and under pressure in some situations.

## **RATE OF PAY AND HOURS:**

This is an exempt, 35 hr/wk position. The position will be offered between \$60,000-\$70,000/yr, depending on education and experience (plus a .40/.10 per hour bilingual/biliterate differential after passing a test administered by the Hiring Team). Typical hours of work will be Monday-Thursday, between 8:00 and 5:00pm, Fridays until 12:00pm. Regular onsite attendance is required of this position.

## **BENEFITS:**

We provide a generous benefits package valued at approximately \$8,000-9,000/year. For employee: Medical, dental, vision, and Employee Assistance Program; First year: 16 vacation days and 14 holidays, with accrual based on 40 hr/wk; Sick leave: Eight hours/month, with accrual based on 40 hr/wk; Two Additional Floating holiday days per year; Simple IRA Retirement Plan: Agency matches employee contribution up to 3% of annual salary upon completion of six months of employment; Friday afternoon office closure; December holiday office closure.

## **TO APPLY:**

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. Include "**Court Partnership Attorney**" in the subject line. Please email application materials directly to [resume@seniorlegal.org](mailto:resume@seniorlegal.org).

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We are committed to diversity and cultivating a culture of equity and inclusion within where all staff can flourish and grow professionally and well beyond. We are an equal employment opportunity employer and do not discriminate on the basis of race, color, religious creed, sex, pregnancy, gender, national origin, ancestry, citizenship, age, medical condition, disability, marital status, sexual orientation, gender identity (including transgender status) or any other basis prohibited by law.

Mujeres, minorias y personas con incapacidades se urge que apliquen.

For more info, see: [www.seniorlegal.org](http://www.seniorlegal.org)