

# JOB ANNOUNCEMENT

## Staff Attorney or Paralegal (Santa Cruz)

**Full Time:** 35 hrs a week

**Reports to:** Executive Director & Supervising Attorney

**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 Position.**

The Staff Attorney or Paralegal is the primary client contact for a wide variety of important legal matters for our professional, non-profit law office. The position requires excellent research, writing and communication skills as our legal advocates are critical to helping our clients obtain the access to justice they deserve. This position upholds a strict level of organization, communication, confidentiality and professionalism. Entry level attorneys or experienced paralegal workers welcomed and will be trained. Bi-lingual strongly preferred.

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

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

- Under direct supervision of the Executive Director and or Supervising Attorney, the Staff Attorney or Paralegal handles all aspects of cases including conducts intake screening and interviews clients about their legal issues; does investigations and legal research; provides information, advice, community outreach, education and referrals; prepares legal forms and correspondence; negotiates settlements with attorneys and administrative agencies; assists in representation of clients at administrative and court hearings (with supervision if required).
- Maintain client data base and preparing statistical reports for this grant.
- Participate in weekly case review, monthly staff meetings and other SCLS activities.
- Maintain contemporaneous time records in case management system.
- 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.
- Establish and maintain professional relationships interactions with various partnering and community agencies.
- Maintain great working relationship and positive communication with all staff.
- Other duties as assigned.

#### **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.
- 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.

**OTHER REQUIREMENTS:**

- Bilingual English & Spanish fluency strongly preferred.
- Ability to work with people who are experiencing mental health challenges.
- Ability to work with time constraints and under pressure in some situations.
- Experience working with the elderly and disabled or disadvantaged populations, preferred.

**RATE OF PAY AND HOURS:**

This is an exempt, 35 hr/wk position. The Attorney position will be offered between \$60,000-\$70,000/yr, the Paralegal position will be offered between \$40,000-\$50,000 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, at least 2-3 days each week.

**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 **“Staff Attorney or Paralegal”** 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)