

Legal Assistant - Family Law Assistance Project Auburn Hills, Michigan

Organization overview:

Lakeshore Legal Aid strives to serve its clients in a holistic manner to address clients' legal issues and improve our communities. LLA provides free legal assistance in 44 counties in Michigan through our offices located in Detroit, Dearborn, Pontiac, Southfield, Warren, Riverview, Mt. Clemens, Port Huron, and Caro. Our work includes housing, family, consumer, and public benefits law. Lakeshore has an immediate opening in our Family Law Assistance Project office for a full-time Legal Assistant.

Position overview:

Lakeshore Legal Aid's Family Law Assistance Project (FLAP) is currently seeking a Legal Assistant. Our office is at the Western Michigan TM Cooley Law School campus in Auburn Hills, Michigan. This position offers a unique working environment in a law school setting along with meaningful client work.

Responsibilities

- Coordination of FLAP's intake clinic
- Maintain PIKA client management database for FLAP
- Draft case acceptance memoranda and legal correspondence to clients
- Provide paralegal-type support for project staff attorneys including drafting pleadings and other court documents
- Maintain files in accordance with LLA and funding source policies and procedures
- Maintain contact with clients and courts regarding court dates and other routine functions.
- Performs all other duties as assigned.

Qualifications:

- Excellent oral and written communications skills
- Prior legal experience, family law is preferred.
- Analytical problem solving, strong research skills, and excellent organizational skills.
- Attention to detail and solid time-management skills.
- Experience working with or commitment to serving people with low income
- Sensitivity to working with people in crisis.

Salary

Salary is commensurate with qualifications and includes excellent benefits including medical, dental, vision, life insurance/AD&D, short-term disability, long-term disability, retirement plan, vacation and personal time

Please email your resume and cover letter to resumes@lakeshorelegalaid.org

LLA values diversity and is an equal opportunity employer.