

## **JOB DESCRIPTION: LEGAL ASSISTANT PRIVATE ATTORNEY INVOLVEMENT PROGRAM (PAI)**

### **Organization overview**

LLA strives to serve its clients in a holistic manner to address clients' legal issues and improve our communities. LLA provides free legal assistance in 17 counties in Michigan through our offices located in Caro, Detroit, Dearborn, Pontiac, Southfield, Mt. Clemens, Warren, Port Huron, and Riverview. Our work includes housing, family, consumer, and public benefits law.

### **Position Overview**

LLA is seeking a person who is dedicated to increasing access to legal representation for low-income clients. The legal assistant will be responsible for interacting with low income clients, volunteer attorneys who represent low income clients, and assisting staff of the PAI program to insure we expand Lakeshore's capacity to serve low income clients in a holistic manner. The Legal Assistant will work closely with the staff of the PAI Program and other Lakeshore staff.

### **Responsibilities**

- Send correspondence and materials to volunteer attorneys and clients.
- Enter and update data on volunteer attorneys and clients in the database.
- Follow-up with volunteer attorneys and clients on cases.
- Screen clients for income and asset eligibility at outreach events.
- Enter cases in the database from outreach events
- Maintain the schedule for in house volunteer attorneys.
- Prepare pleadings under supervision of an attorney.
- Handle filing and service of pleadings by mail.
- Notarize appropriate documents
- Assist in developing and maintaining a productive work environment
- Contact clients to get specific information needed for their case
- Other related duties as assigned.

### **Qualifications**

- Undergraduate degree
- Paralegal degree helpful but not required.
- Demonstrated commitment to public interest work through past employment or volunteer work
- Excellent writing and oral communication skills
- Ability to organize, plan, prioritize, and meet deadlines.
- Flexibility

### **Salary**

- Salary is commensurate with qualifications and includes excellent benefits.
- LLA values diversity and is an equal opportunity employer.

### **Application**

- Interested applicants should email a resume and cover letter to [resumes@lakeshorelegalaid.org](mailto:resumes@lakeshorelegalaid.org)