

BANKRUPTCY LEGAL ASSISTANT - DETROIT

Lakeshore Legal Aid (LLA) is seeking a full-time administrative assistant/paralegal to assist in Bankruptcy chapter 7 and 13 cases, in our Cass Corridor Office in Detroit. LLA is a not-for-profit law firm which provides free legal services to low-income individuals and families, including bankruptcy representation for clients in Wayne, Oakland, and Macomb counties.

The Bankruptcy Assistant will be responsible for interacting with clients to collect information and documents, preparing bankruptcy petitions and schedules (data entry), checking public records & other databases, filing case documents electronically via ECF, proofreading, general clerical tasks, and other duties as assigned. The Bankruptcy Assistant must be able to exercise discretion in handling confidential personal information and treat all clients with dignity and respect.

Required:

- Proficiency with Microsoft Office, especially Word and Outlook
- Professional written and verbal communication skills
- Ability to meet deadlines
- Basic math competency

Preferred: 1+ year bankruptcy experience OR paralegal certification

Salary is commensurate with qualifications and includes excellent benefits, including medical, dental, vision, retirement plan, short and long-term disability, and life insurance.

To apply, please send a cover letter and resume to resumes@lakeshorelegalaid.org