

Paralegal

Lakeshore Legal Aid is a not-for-profit law firm providing a wide range of free civil legal services to those within the community who are low income and seniors. Lakeshore Legal Aid values diversity and is an equal opportunity employer.

Lakeshore Legal Aid has an opening for a full-time Paralegal in our Cass Corridor office located in Detroit, Michigan.

Basic Position Responsibilities:

- Legal research and cite checking
- Draft, file and serve civil legal documents such as motions, briefs and discovery requests
- Review, organize and summarize medical records in support of benefits claims
- Assist with client intake and client interviews
- Investigate and interview potential witnesses
- Obtain public and non-public records and other evidence to support litigation
- Assist in maintaining client communication through letters, telephone calls, emails and in-person meetings
- Draft and submit agency hearing requests, administrative complaints and appeals
- Organize and maintain client files
- Trial preparation including preparing exhibits, witness subpoenas, elements charts and providing other clerical support
- Scan, assemble, bates stamp and electronically file, documents in support of administrative agency appeals and hearings
- Assist with data collection, compilation and analysis to support systemic affirmative litigation projects

Requirements:

- Successful completion of a Paralegal training program preferred
- Valid Michigan Paralegal certificate preferred
- Experience as a paralegal, legal assistant or legal clerical worker
- Ability to determine and apply priorities, solve problems and efficiently manage multiple assignments
- Must be able to communicate effectively, be empathetic and understand that our clients are a diverse representation of the community we serve
- Proficient in legal research, legal writing, and legal pleading formatting
- Proficient in the use of Microsoft Office products, Adobe or similar PDF document management software, Google Chrome, State and Federal e-filing procedures, and familiarity with use of database management systems.
- Professional written and verbal communication skills
- Ability to work independently as well as to collaborate with co-workers
- Willingness to adapt to changing office demands and work flow

- Must be willing to provide basic administrative support to assigned office as needed
- All potential hires are subject to a background and reference check

Salary:

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

To apply, send cover letter, resume and salary requirements to resumes@lakeshorelegalaid.org by September 4, 2018