

COUNSEL & ADVOCACY LAW LINE (CALL) - LEGAL ASSISTANT (Southfield, MI)

Organization Overview

Lakeshore Legal Aid (LLA) strives to serve its clients in a holistic manner to address clients' legal issues and improve our communities. The Counsel & Advocacy Law Line (CALL) is a division of Lakeshore Legal Aid which began operating in 1997. We offer an attorney-staffed telephone advice, brief service, pro se and referral system serving low income and senior people throughout much of Michigan. LLA's CALL is currently growing and expanding services.

Position Overview

CALL is seeking legal assistants to provide secretarial and clerical support services for CALL staff attorneys. CALL paralegals will be responsible for conducting eligibility and substantive legal issue screening for applicants seeking assistance on the phone and through online intake as well as performing administrative tasks

Responsibilities

- Receives, screens and refers telephone and online clients as directed.
- Draft pleadings and other documents from staff attorney's notes and/or client communications for the review and approval of a staff attorney
- Communicates with legal, medical, vocational, administrative, community and other agencies at the direction and under the supervision of a staff attorney
- Work with legal staff, management, program partners and clients
- 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 verbal communication skills
- Excellent spelling, grammar, and mathematical skills
- H.S. diploma or equivalent. Minimum 1 year post-secondary education.
- Proficiency with Microsoft Office applications
- Desired: Fluency in foreign languages (s)
- Knowledge of LLA and community resources
- Experience with or commitment to serving low to moderate income client populations

Salary

Salary is commensurate with qualifications.

Interested applications should apply by emailing their resume and cover letter to resumes@lakeshorelegalaid.org.

LLA values diversity and is an equal opportunity employer.