



## **PARALEGAL**

**Location:** Chicago, Illinois

**Position:** Full time, non-exempt

### **Overview**

Lawyers' Committee for Better Housing (LCBH) seeks an experienced Spanish-speaking paralegal who is passionate about social justice to join our team. LCBH is a leading legal aid agency that has been providing free legal assistance to lower- income renters in Chicago for 35 years. LCBH believes that all families and individuals have a right to safe, decent, and affordable housing as a basic human right. Legal assistance is many times the last defense against homelessness for the most vulnerable members of our community.

### **Position Overview and Primary Responsibilities**

This position is split between paralegal, intake and reception duties.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform the following satisfactorily:

#### **Paralegal Duties:**

- Perform administrative and clerical tasks as necessary for all Staff Attorneys.
- Prepare daily court log for attorneys; ensure that all LCBH case files with court dates are being docketed, and that all motions and other communications are being logged and forwarded to the appropriate attorneys.
- Ensure that all client files are properly opened and closed within the LCBH legal case management database.
- Perform client communications as needed; communicate with opposing counsel as requested by supervisor.
- Draft and review pleadings, discovery documents, motions, and correspondence, ensuring all are accurate and timely.
- Perform legal research, utilizing public and proprietary resources.
- File or efile pleadings, motions, and new cases with the Circuit Court of Cook County; procure files and documents from the clerk's office and other public offices, and arrange for service of summons with Sheriff's Department.

**Other Legal Support Duties:**

- Assist with foreclosure counselings (brief legal services) for Spanish-speaking renters.
- Assist with Spanish translation needs.

**Intake and Reception:**

- Answer and direct incoming telephone calls.
- Greet, screen and provide appropriate assistance to visitors and clients of LCBH and LCBH sublease tenants.
- Conduct intakes for Spanish-speaking clients or potential clients.
- Maintain voicemail log.
- Assist with intakes as needed including providing referrals to other agencies for callers or walk-in renters we cannot assist.
- Gather, record, and verify necessary information regarding tenant's situation and prepare summaries for presentation at case acceptance meetings with the legal team.
- Communicate case acceptance to clients, and where appropriate refer to LCBH Supportive Services team.
- Refer rejected applicants to appropriate external resources.

Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Qualifications:**

LCBH offers a collegial work environment, comprehensive benefits, and a chance to be involved in public interest work that makes a lasting contribution in the Chicago community.

- Paralegal certificate preferred.
- Minimum of two years' experience as a paralegal, or comparable experience.
- Excellent time management skills.
- Must be very organized, collaborative, and be skilled at working with a variety of stakeholders.
- Ability to balance team and individual responsibilities.
- Experience with Microsoft Excel, Word, Outlook.
- Must be fluent in written and spoken Spanish.

**Compensation:** Salary commensurate with experience. Includes very competitive benefits.

**How to apply:** Please send resume, references, salary expectations and a thoughtful cover letter to: [jobs@lcbh.org](mailto:jobs@lcbh.org)