



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.
- Maintain data entry of case correspondence/checks, filings, and communications with notifications to the appropriate attorneys and staff.
- 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 attorneys.
- Perform research, utilizing public and proprietary resources.
- Procure and/or deliver files and documents from the clerk's office and other public offices.
- File pleadings, motions, and new cases with the Circuit Court of Cook County; arrange for service of summons with Sheriff's Department.
- Communicate case decisions to applicants and where appropriate make proper referrals.

Other Legal Support Duties:

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

Intake and Reception:

- Conduct intakes for potential clients: gather, record, and verify necessary information regarding tenant's situation and prepare summaries for presentation at case acceptance meetings with the legal team.
- Answer and direct telephone calls.
- Greet, screen and provide appropriate assistance to visitors and clients of LCBH and LCBH sublease tenants.
- Refer callers or walk-in renters we cannot assist to appropriate external resources.
- Maintain voicemail log.
- Sort mail and deliveries.
- Other duties may be assigned.

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 and benefits: Compensation is commensurate with experience. LCBH offers a benefits package that includes medical, dental/vision, 401k retirement plan, and other pre-tax benefits. We also provide generous paid time off including holiday, vacation, personal, and sick leave.

Application Process: To apply, please send your resume and a cover letter to jobs@lcbh.org. Please include "Paralegal" in the subject line. This position is open immediately and will remain open until full.

LCBH is a 501(c)(3) organization and does not receive funding from the Legal Services Corporation. **We are an Equal Opportunity Employer. People of color, women, people with disabilities, older people, LGBTQ, and people from other underrepresented populations are strongly encouraged to apply.**