



## **Position Announcement**

<b>Job Title:</b>	Housing Paralegal
<b>FLSA Classification:</b>	Non-Exempt
<b>Reports To:</b>	Managing Attorney
<b>Supervises:</b>	None

Inland Counties Legal Services is seeking Housing Paralegals to join our Housing Team in San Bernardino and Riverside. Inland Counties Legal Services, Inc. is a nonprofit organization providing legal services to low-income persons residing in Riverside and San Bernardino Counties. **ICLS** targets services to seniors and those in the greatest social or economic need. Legal services are provided by attorneys, or paralegals under the direct supervision of an attorney. Levels of service include advice and counsel, limited action (includes negotiations and preparation of legal documents), as well as direct representation before administrative law and civil courts. ICLS provides legal assistance in a variety areas of law, the nine practice groups are: Outreach, Consumer, Housing, Family Law, Immigration, Systemic and Impact, Health Law and Public Benefits, Tax and Bankruptcy, and Education. Visit our website at [www.inlandlegal.org](http://www.inlandlegal.org) for more information.

### **Overview of Position**

Under the direct supervision of an attorney, the Housing Paralegal assists in providing comprehensive legal services by performing specific legal functions on behalf of clients, including some advocacy as can be performed by a non-lawyer. The Housing Paralegal focuses on the preservation of fair and affordable housing, and represents clients who are at risk of displacement in Riverside and San Bernardino Counties.

### **Specific Duties and Responsibilities**

- Interview and counsel Clients
- Provide limited service to clients, interfacing with outside counsel, internal clients, and customers
- Work in conjunction with staff attorneys in cases that involve landlord-tenant law and other legal issues
- Work effectively as part of a team that includes attorneys, support staff, volunteers, and students
- Participate in clinics and other community outreach projects, and supporting the response to discovery demands, supporting with research

# *Inland Counties* **LEGAL SERVICES**

- Assisting in the processing of new complaints and creating opening new matters in the case management
- Performs other related duties as required

## **Desired Education and Experience**

- Four (4) year college degree or Paralegal Certificate from an ABA accredited school
- 1-year relevant legal experience.
- Knowledge of legal terminology and legal document management
- Knowledge of principles and processes for providing customer and personal service
- Effective oral and written communication skills
- Accurate typing skills with the ability to type 60 WPM
- Previous calendaring experience
- Ability to be flexible to adapt and act quickly when urgent matters require it
- Self-motivated, takes initiative, ability to learn quickly
- Language: Ability to read, write and communicate in English with Spanish being a plus

## **How to Apply**

Submit a resume and cover letter to [HRManager@icls.org](mailto:HRManager@icls.org).

Inland Counties Legal Services Is An  
Equal Opportunity Employer  
Women, Minorities and Handicapped Persons Encouraged to Apply