

Bronx Legal Services, a program of Legal Services NYC, is seeking a Paralegal to work in our Housing Unit's Universal Access to Counsel (UAC), which seeks to provide legal assistance to all tenants facing eviction in court.

We are looking for candidates who are excited to work in a fast-paced environment with housing advocates focusing on housing courts, administrative forums, appellate courts, and other state and federal courts on behalf of people facing eviction.

The Paralegal will be expected to work closely with tenants, lawyers, the court, and community partners. Occasional evening and weekend outreach will be necessary.

The Paralegal will be involved in many aspects of the work of the UAC, including providing litigation support in eviction defense and affirmative cases, conducting client interviews, staffing court calendars, assisting tenants in advocacy with housing-related benefits and programs, researching and investigating tenant claims and defenses, and conducting community education and outreach at off-site locations.

The Paralegal will also assist in the administrative work of the UAC which includes screening tenants for eligibility for our services, coordinating follow-up services including appointments, referrals, drafting client correspondence, and ensuring grant/data compliance.

### **Experience & Qualifications:**

- Experience working with diverse low-income communities;
- Excellent computer skills;
- Excellent interviewing, writing, and communication skills;
- College degree or equivalent experience preferred;
- Experience entering and tracking information in electronic formats and running reports;
- Proficient in Microsoft Office Suite;
- Strong organizational skills;
- Experience with housing law or landlord/tenant issues is a plus; and
- Fluency or proficiency in Spanish or another language commonly spoken by Bronx residents is preferred.

Salary is based on a collective bargaining agreement. Benefits include excellent health and dental insurance, an employer contribution to a pre-tax 403(b) pension plan, and generous leave time.

### **How to Apply:**

To apply for the position, send a cover letter, resume, names of three references, and one recent writing sample via e-mail to: Sandra Sanchez, [ssanchez@lsnyc.org](mailto:ssanchez@lsnyc.org).

The e-mail should include "Paralegal, Housing UAC" in the subject line. Only candidates selected for interviews will be contacted. No telephone calls.

Bronx Legal Services promotes Diversity, Equity, Inclusion, and Belonging (DEIB) in our workplace as they are our core values and are fundamental to our work. Under these core values, we seek to create an accepting, responsive, safe, and fair workplace with a diverse staff at every level.

Bronx Legal Services is an equal opportunity and affirmative action employer. People of color, women, people with disabilities, gay, lesbian, and transgender people, and persons over 40 are all welcome and encouraged to apply.

All employees are strongly encouraged to continue to receive and maintain up-to-date Covid-19 vaccinations unless they are unable to for medical or religious reasons.

### **Salary Range (Based on years' experience):**

- 1-10 years: \$51,883 - \$64,096
- 11-20 years: \$65,124 - \$73,922
- 21+ years: \$76,723 - \$83,706