

Manhattan Legal Services (MLS) is seeking a motivated individual to fill the role of Investigator/Process Server. This job requires extensive out of home work and thus is not a role that can be fulfilled working from home on a hybrid basis.

Manhattan Legal Services (MLS) is part of Legal Services NYC (LSNYC), the largest provider of free civil legal services for low-income people in the country. We are dedicated to fighting poverty by providing high-quality legal services in areas such as housing, family law, public benefits, employment, consumer, education, immigration, and disability rights, with special units serving particularly vulnerable populations including survivors of domestic violence, people living with HIV, and LGBTQ community members. We are committed to working in partnership with communitybased organizations in the communities we serve to address the causes of homelessness, hunger and family disintegration. This is an exciting opportunity for someone dedicated to serving the needs of low-income individuals.

Responsibilities

- Investigating cases, conducting interviews, taking photographs, collecting evidence, writing reports and otherwise assisting in the preparation of cases;
- Testifying at hearings, trials and similar situations;
- Serving process on attorneys, parties and witnesses;
- Directing the preparation of affidavits of service;
- Obtaining a license (to be paid for by the Employer) to act as a Process Server within a reasonable period of time after being hired;
- Knowing and complying with all laws and regulations pertaining to service of process and renewing said license;
- Knowing how to do and doing all necessary tasks to obtain index and docket numbers, tracing index numbers, filing pleadings and other papers;
- Obtaining decisions and orders on motions or other applications in all courts appeared in by office case handlers.

Experiences and Qualifications:

The successful candidate must have the following:

- Knowledge of the neighborhoods and transit system of New York City and be available to travel throughout the city on a daily basis;
- Be detail-oriented and able to keep detailed records of service attempts;
- Have the ability to interact with a wide range of people including low-income clients, case handlers, representatives of community organizations and clerks' offices.
- Be able to prioritize work;
- Demonstrate a commitment to social justice and working in low-income communities and communities of color to advance equity.

An associates, college or paralegal degree or equivalent skills demonstrated by professional or life experience is required.

How to Apply:

Applicants should send a cover letter, resume, and one writing sample to jobpostingsmls@lsnyc.org. Please write "Investigator/Process Server" in the subject line of the email. Please, no telephone calls. Salary and benefits are determined by the LSNYC Collective Bargaining Agreement.

Manhattan Legal Services is an Equal Opportunity Employer. People of color, women, people with disabilities, gay, lesbian, bisexual, transgender persons, and persons over 40 are welcome and are encouraged to apply.

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

Salary Range (Based on years of experience):

- 1-10 years: \$50,117 - \$61,914
- 11-20 years: \$62,907 - \$71,406
- 21+ years: \$74,112 - \$80,856