

## **Job Title**

Criminal Defense Practice Paralegal I (Manhattan)

## **Job Description**

The Legal Aid Society's Criminal Defense Practice has an immediate opening for a Paralegal I to work in the New York County office. By providing client services, the Paralegal I will contribute to the efforts of the Criminal Defense Practice to provide holistic representation to low-income New Yorkers.

## **ESSENTIAL DUTIES/RESPONSIBILITIES**

- \* Work in a court part gathering client information
- \* Interact with clients and assist their families in providing case-related information
- \* Access information from court records and assist attorneys
- \* Record case information using manual or electronic means
- \* Conduct criminal history and conflicts checks following an established protocol
- \* Prepare written reports summarizing information
- \* Obtain and copy court and office files
- \* Assemble court files and materials for attorneys
- \* Provide arraignment trial support; take notes during hearings
- \* Act as liaison between attorneys and their clients
- \* Work in office, courtroom, and other "field" settings
- \* Perform functions in the support staff band, unrelated to the Paralegal I title, as necessary and on a temporary basis

## **Requirements**

- \* GED or equivalent work experience (GED certificate, high school diploma, four years of responsible work experience, or some combination of work and education)
- \* Experience in and/or commitment to advocacy on behalf of low-income people is strongly desired
- \* One year of experience in a legal or other relevant work (paid or unpaid) environment
- \* Fluency in a second language common to our client population, and some relevant college-level work and/or paralegal training preferred
- \* Position may require work in office, courtroom, and other "field" settings
- \* Excellent interpersonal and communication skills
- \* Proficiency in computer and word processing skills
- \* Ability to multi-task
- \* Ability to work in a team setting

Only PDF documents will be accepted. If your document is not a PDF, your application will not be processed. Applications submitted without all the required materials will not be processed.

# THE LEGAL AID SOCIETY

## *OUR COMMITMENT TO DIVERSITY AND INCLUSION*

The leadership of The Legal Aid Society is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us.

## **HOW TO APPLY**

You must apply online at the [LAS RECRUITMENT PORTAL](#). The legal aid society is reducing its carbon footprint and therefore paper applications are not accepted. Only pdf documents will be accepted. If your document is not a pdf, your application will not be processed. Applications submitted without all the required materials will not be processed. Applications will be considered on a rolling basis so applicants are encouraged to apply early.

**The legal aid society is an equal opportunity employer – women, people of color, members of the LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.**

For technical difficulties or questions regarding this posting, please email [jobpostquestions@legal-aid.org](mailto:jobpostquestions@legal-aid.org).