

THE LEGAL AID SOCIETY

Job Title

Criminal Defense Practice Supervising Paralegal-CAB

Job Description

The Criminal Appeals Bureau (CAB) of The Legal Aid Society has an opening for a Supervising Paralegal to assist The Managing Attorney and Assistant Managing Attorney with the administration of the Bureau. The Managing Attorney's Office (MAO), which consists of the Managing Attorney, Assistant Managing Attorney, Supervising Paralegal, and about ten other paralegals and support staff, is responsible for communicating with courts, clients, and attorneys to ensure that our clients' rights are protected and that we receive complete records to provide our clients top-notch representation.

The Supervising Paralegal will, among other things, help communicate with the courts, clients, and clients' families; open and assign cases to staff attorneys; ensure that we have complete court records; prepare the argument calendars; oversee the Notice of Appeal Project, which ensures that Notices of Appeal are timely filed for trial clients where applicable; and report the monthly statistics. In addition, the Supervising Paralegal will help train and supervise the support staff.

ESSENTIAL DUTIES/RESPONSIBILITIES

- * Liaises with court personnel about case assignments, court records and minutes, and filing commitments and deadlines
- * Reviews cases that have been screened by the MAO paralegals and follows up on issues that require resolution (e.g., requesting missing minutes, drafting a motion to be assigned to another case or a motion for late notice of appeal, etc.)
- * Reviews and sorts correspondence that comes into the Managing Attorney's Office and personally responds to more complicated letters that cannot be answered by paralegal staff
- * Notifies attorneys of when their cases are calendared in AT1 and AT2
- * Helps the Assistant Managing Attorney oversee the Notice of Appeal Project, including training and supervising a staff of paralegals responsible for filing notices of appeal and poor person affidavits on behalf of Legal Aid Society clients in all five boroughs as well as drafting Motions for Late Notice of Appeal
- * Drafts motions and supervises motions drafted by paralegal staff
- * Helps the Managing Attorney and Assistant Managing Attorney train and supervise MAO paralegal and support staff
- * Uses discretion and sound judgment to help troubleshoot issues and resolve non-routine matters
- * Assists the Managing Attorney and Assistant Managing Attorney in reporting monthly and quarterly statistics and preparing reports that analyze CAB's caseload and work distribution.
- * Handles telephone inquiries from clients and their families as well as other individuals who have questions about the appeals process and assists other paralegals with more complicated inquiries
- * Other duties as assigned

Requirements

- * Bachelor's degree in relevant field or satisfactory completion of a comprehensive in-house training course appropriate to practice area
- * Excellent writing and oral communication skills
- * Excellent organizational skills
- * Excellent computer and word processing skills
- * An aptitude for motivating, training, and managing non-attorney staff
- * Ability to work independently as well as collaboratively in a team

THE LEGAL AID SOCIETY

- * Ability to communicate with judges, court administration, and legal practitioners
- * Experience in and/or commitment to advocacy on behalf of low-income people and non-citizens
- * Knowledge of criminal law and New York State appellate procedure is strongly desired
- * Proficiency in a language other than English is desirable
- * **REQUIRED DOCUMENTS:** Please submit a cover letter and resume as a single PDF when you apply via the LAS Recruitment Portal

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.

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.