

SOUTH JERSEY LEGAL SERVICES, INC.

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ADMINISTRATIVE OFFICE

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FOR IMMEDIATE PUBLICATION

POSITION AVAILABLE

Date: January 16, 2019

Job Title: Paralegal I- or II – Centralized Intake Unit (CIU) – Camden Office (Two Openings)

JOB SUMMARY:

Under the direction of the Managing Attorney, the Intake Paralegal is responsible for answering incoming telephone calls from prospective clients to determine their eligibility for services; conducting the initial legal interview, and providing advice and counsel or referral to a SJLS attorney.

DUTIES & RESPONSIBILITIES:

- Answer incoming calls from the SJLS Intake toll free line and determine caller's eligibility for SJLS representation;
- Conduct legal interviews;
- Provide legal advice under the supervision of a licensed attorney;
- Provide appropriate referrals to outside agencies or SJLS attorneys;
- Record all case data and facts into a computerized case management system;
- Prepare closing letters, transfer memos and weekly case disposition slips on completed cases, reflecting case status and correct closing codes;
- Research legal issues as needed;
- Assist with development of legal education materials;
- Conduct community education and outreach as needed;
- Other duties as assigned.

EDUCATION AND QUALIFICATIONS:

- Associated Degree or Paralegal Certification preferred;
- One year paralegal experience preferred, preferably in a legal services environment;
- Excellent written and verbal communication skills;
- Preference given to bilingual English/Spanish applicants;
- Sensitivity to low-income individuals and families.

APPLICATION PROCEDURE:

Qualified applicants with an interest in this position should send resume and cover letter expressing interest to: Brittani Morris, PHR, SHRM-CP, Director of Human Resources, South Jersey Legal Services, Inc. 745 Market St. 2nd Floor, Camden, NJ 08102 or via email at BMorris@lsnj.org. EOE/AA Employer.



SOUTH JERSEY LEGAL SERVICES, INC.
50 Years of Access to Justice

