



# Legal Services of Northern Virginia

## JOIN OUR TEAM

### LITIGATION SUPPORT PARALEGAL

Legal Services of Northern Virginia (LSNV) is currently seeking a Litigation Support Paralegal to join our dedicated team.

This position is responsible for providing litigation support to Family Law staff attorneys, demonstrating a strong commitment to equal justice and advocacy for low-income persons who are victims of crime. This role operates in a hybrid capacity and will be based in either the Fairfax or the Alexandria office.

#### Essential Functions

- Assists attorneys with initial interviews of clients and prepares applicable forms and documents
  - Responsible for on-going client communication and education
- Obtains records, reviews clients' completed questionnaires, drafts pleadings and court forms, letters, discovery, and other documents
- Conducts factual investigation, including interviewing witnesses, obtaining documents, and other evidence
- Conducts legal research
- Organizes and maintains client files, including detailed documentation of activities
- Assists in all aspects of representation, including analyzing, summarizing or indexing litigation documents, preparing charts, tables and other evidence for hearings and trials
- Conducts outreach and community legal education
- Provides appropriate referrals
- Attends office and other program meetings and reads professional materials and other communications which are related to the job
- Maintains general knowledge of substantive area
- Performs other duties as assigned

#### Qualifications

- Demonstrated commitment to public interest work and a strong desire to assist indigent applicants
- Experience working with domestic and sexual violence survivors, preferred
- Excellent organizational and communication skills
- Proven ability to multi-task by assisting with many cases and multiple attorneys and clients
- Comfort with computers and willingness to learn our case management software
- Bilingual ability (English plus either Spanish, Amharic, Arabic, or Dari/Farsi), required
- Prior legal experience, preferred
- Associate degree or higher from an accredited college or university and/or paralegal certificate, strongly preferred

#### Compensation

Starting salary commensurate with qualifications and experience, based on legal aid pay scale (\$41,000-\$46,000 per year).

LSNV is committed to creating a safe, welcoming, and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race (including traits historically associated with race such as hair texture, hair type, and protective hairstyles), color, religion, national origin, sex, sexual orientation, gender identity, pregnancy (including childbirth or related medical conditions and lactation), age (40 and older), marital status, disability, and military status.

#### BENEFITS

We are proud to foster a supportive work environment where you can grow both personally and professionally.

Enjoy a comprehensive benefits package that includes premium healthcare insurance, a retirement plan with company contribution, generous leave options (including paid parental leave), a flexible hybrid work model, student loan repayment assistance for attorneys, and more!

#### HOW TO APPLY

Are you ready to make a meaningful impact?

To join our team, please email your cover letter and resume, detailing your interest in the position, to Crystal Luu-Murdock, Human Resources Manager, at [hrlsnv@lsnv.org](mailto:hrlsnv@lsnv.org).

Explore other career opportunities with us online at [www.lsnv.org/careers](http://www.lsnv.org/careers).