LSNV Job Announcement - Litigation Support Paralegal

Legal Services of Northern Virginia is a large, high-volume legal aid organization in Virginia, with 45+ attorneys working out of 7 offices. We help thousands of disadvantaged clients each year in civil legal matters, while cultivating relationships with community service organizations, pro bono attorneys, local bar associations, and other stakeholders to serve the region’s low-income and neediest populations.

Job Summary: LSNV is seeking to hire a full-time Paralegal to provide litigation support to Family Law staff attorneys, under a one (1) year grant funded by the Victims of Crime Act (VOCA). The position requires a commitment to the principles of equal justice and to advocacy for low-income persons who are victims of crime. The position will be based in either our Alexandria or Fairfax offices.

Essential Functions (include but are not limited to):

- Assist attorneys with initial interviews of clients and prepare applicable forms and documents
  - Responsible for on-going client communication and education
- Obtain records, review clients’ completed questionnaires, draft pleadings and court forms, letters, discovery, and other documents
- Conduct factual investigation, including interviewing witnesses, obtaining documents, and other evidence
- Conduct legal research
- Organize and maintain client files, including detailed documentation of activities
- Assist in all aspects of representation, including analyzing, summarizing or indexing litigation documents, preparing charts, tables and other evidence for hearings and trials
- Conduct outreach and community legal education
- Provide appropriate referrals
- Attend office and other program meetings and read professional materials and other communications which are related to the job
- Maintain general knowledge of substantive area
- Other duties as assigned

Qualifications: The ideal applicant will possess a demonstrated commitment to public interest work and a strong desire to assist indigent applicants. Further, the ideal candidate will have the following:

- 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, or Arabic), preferred
- Prior legal experience, preferred
- Associate degree or higher from an accredited college or university and/or paralegal certificate, strongly preferred

Compensation: Salary commensurate with qualifications and experience based on legal aid pay scale ($41,000.00 - $46,000.00 per year), plus stipend for bi-lingual ability. Excellent benefits package that includes generous leave accrual; and health, disability, and life insurance coverages.

How to Apply: Cover letters and resumes are reviewed upon receipt and well-qualified applicants will be invited to interview. Applications will be accepted until the position is filled, at which time, the job announcement will be removed from our website at www.lsnv.org. To apply, please email your resume and cover letter detailing interest in the position to Ashley McGlawn, HR Manager at hr@lsnv.org.

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 on the basis of 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.