

October 4, 2023

## **POSITION AVAILABLE: FULL TIME PARALEGAL, COMMUNITY LEGAL HELP PROJECT**

Location: Islandia, Suffolk County

Overview: For more than 50 years, Nassau Suffolk Law Services (NSLS) has been providing free, high-quality legal counsel in civil matters when basic human needs are at stake including: eviction and foreclosure prevention, income maintenance, disability, elder law, healthcare, consumer debt and more. As the only provider of comprehensive civil legal services on Long Island, our services support thousands of poor and low-income families and individuals who cannot afford an attorney. With the gap separating those who can and cannot afford legal representation widening each day, we work to ensure that everyone has equal access to justice, regardless of their ability to pay. NSLS has a staff of over one hundred employees situated in three offices across Long Island.

Position: Full Time Paralegal for assignment to the Community Legal Help Project (CLHP)

Program Description: The Community Legal Help Project (CLHP) is a partnership of legal services providers created by the NYS Permanent Commission on Access to Justice and the Suffolk County Access to Justice Committee. The CLHP's network of non-profit partners and pro bono volunteers currently provides legal information and referrals, and limited-scope representation through a phone line and brief in-person consultations at public libraries.

Duties Include: The paralegal will assist the coordinator with the operation and further development of the CLHP and will provide direct service to the community through the CLHP phone line and clinics. The paralegal will assist with a variety of duties including administrative tasks, conducting legal research, data entry, client intake, communicating with clients under the supervision of the CLHP coordinator, and assisting attorneys during client consultations. Other duties include assisting with scheduling, communications with attorneys and clients, outreach, creating appointment reports and set-up and break-down of CLHP services at libraries and community locations. Translation and interpretation services as needed, which includes translating documents and interpreting phone messages from clients and conversations between attorney and clients. Other tasks as assigned.

Start Date: Immediate Salary: \$41,658-\$50,000 (DOE subject to collective bargaining agreement)

Requirements: Paralegal certificate or training from an ABA accredited program or college degree or appropriate prior experience or a combination of education and experience. Excellent oral and written communication skills. Proficiency in computer and database software programs such as Excel, Outlook, Word, Zoom, Zoho, Westlaw, and/or other legal software. Attention to detail and strong organizational skills with the ability to prioritize and multi-task. Ability to work both independently and collaboratively. Demonstrated commitment to the goals of, and clients served by the CLHP and NSLS. Bilingual proficiency in English and Spanish strongly preferred. Ability to be in-office and at clinics in the libraries and community.

Persons interested should submit a cover letter with their resume to:

Stephanie Buckheit, HR Manager  
Nassau/Suffolk Law Services 1757  
Veterans Highway, Suite 50  
Islandia, N.Y. 11749  
sbuckheit@nsls.legal

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