



## **Job Description: Paralegal**

<b>NATURE OF WORK</b>	Working under the supervision of the Managing attorney, the paralegal provides legal, outreach, and administrative support to the La Junta office, serving clients across southeast Colorado.
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>▪ Screen statewide intake and local office applicants for eligibility for services and gather initial information about their legal problem, ensuring correct and complete data entry into CLS case management systems and referring to other offices or service providers as appropriate;</li><li>▪ Interview clients in person or over the phone, ensuring equitable language access</li><li>▪ for clients with limited English proficiency;</li><li>▪ Assist attorneys to maintain and close case files, overseeing the storage of physical files and actively participating in organizing digital documents/files;</li><li>▪ Office reception and coordination:<ul style="list-style-type: none"><li>○ Answer office telephone line and front door;</li><li>○ Take appropriate messages and respond to all e-mails and phone messages in a timely manner;</li><li>○ retrieve mail and case/client documents; and</li><li>○ provide general office administrative oversight and support;</li></ul></li><li>▪ Conduct outreach in the community regarding CLS's program services and clinics; and</li><li>▪ Perform all other duties as assigned.</li></ul>
<b>QUALIFICATIONS</b>	Position requires excellent communication, organizational, and interpersonal skills, high attention to detail, and the ability to balance and prioritize multiple projects and work well on a small team. Demonstrated ability to manage and maintain confidential, sensitive information and an understanding of the needs of low-income clients and the effects of poverty. Some legal or human services experience, Microsoft Office proficiency, and bilingual fluency preferred.