



JOB ANNOUNCEMENT

Position Title:	Paralegal
Reports To:	Legal Services Program Attorney
Status:	Part time (20 hours/week). The position is remote until further notice due to COVID guidelines and precautions.
Salary:	\$16.18 to \$19.18 hour depending on experience Generous time off and excellent health benefits
Start Date:	ASAP

TO APPLY: Please review qualifications and submit two separate documents (in MS Word or PDF format only): 1. cover letter and 2. resume. Please submit as two separate attachments in an email to jobs@actompkins.org.

Our progressive social service agency seeks a highly organized and technologically literate professional to serve as the paralegal to our Staff Attorney within our Legal Services Program. In this role, you will be interacting with clients to coordinate meetings and signing and delivery of paperwork and evidence, handling routine assignments such as court filings, records review and redaction, and marking exhibits, and will also be a key part of strategizing with the Staff Attorney as she develops case strategies and prepares for fact finding hearings, oral arguments, and filing briefs. Though national certification through the National Association of Legal Assistants, or another national accreditation body, is desirable, it is not required for this position.

The Advocacy Center of Tompkins County www.actompkins.org, located in Ithaca, NY, is an organization whose roots are based in feminism, social change, and victim rights. We serve victims of domestic violence, child sexual abuse and sexual assault.

SKILLS REQUIRED:

- Technological literacy, with demonstrated proficiency in Microsoft Word, Excel, and Adobe Acrobat and the ability to learn a cloud-based case management system (Clio)
- Excellent organization and creative problem solving skills
- Detail-oriented with the ability to follow directions and apply proper policies, procedures, and guidelines
- Ability to work independently with possibility of interruptions should emergent client matters need resolving quickly
- Strong attention to detail and high concern for accuracy
- Ability to interact and communicate (orally and in writing) with all other staff members, court representatives, law enforcement, and witnesses
- An understanding of the sensitive nature of the work the Advocacy Center does, express understanding of the scope of privilege and limitations specifically present when working alongside advocates
- Ability to interact with clients in a way that supports their continued healing

- Ability to work remotely and assure confidentiality as needed during COVID19

EDUCATION REQUIRED:

- An associates or bachelor's degree from an accredited college in paralegal or legal assistant studies

OR

- A certificate of completion in paralegal or legal assistant studies from an American Bar Association (ABA) or New York Bar Association approved program at an accredited college or university

OR

- An associates or bachelor's degree from an accredited college or university in a related field such as law, business, legal secretary, criminal justice, political science, interdisciplinary studies and one year of experience working in a legal or other professional setting, performing similar functions as those required above

OR

- A current law student (either JD or LLM) in a school accredited by the American Bar Association.

Bilingual and people of color are strongly encouraged to apply. We support a diverse workplace environment.

Excellent Benefits Package Includes:

- Generous financial contribution towards our cafeteria health benefits program (includes medical and dental insurance or expense reimbursements)
- Generous time off (2 weeks vacation the first year increasing thereafter, 10-12 paid holidays, 5 personal days, sick days)
- Retirement contribution after 3 years of employment.