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| Department: | Administration | Position Title: | Paralegal |
| Status: | Part Time | | |
| Supervisor: | Executive Director | Salary Range: | \$18-\$20 per hours/Non-Exempt |
| Approved by: | AJ | Date Approved: | March 7, 2019 |

Position Summary:

The Paralegal will provide direct no-cost holistic legal assistance to victims of domestic violence, dating violence, sexual assault, stalking, child abuse, elder abuse and/or human trafficking.

Primary Duties/Essential Functions of the Position include but are not limited to:

- Screening victims for services and completing legal intake with victims;
- Assist with safety planning;
- Provide limited legal services on the matters stated above, including preparing protection orders, documents related to child custody, paternity and divorce, process and assemble documents for filing with the court;
- Referring clients to the Attorney as needed for legal services that the Paralegal cannot provide.
- Provide translation services during appointments with the Attorney.

Other Duties/Competencies:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Competencies:

The ability to:

- Exhibit technical and professional expertise and decorum;
- Solve problems and analyze difficult or challenging issues;
- Take initiative to evaluate and streamline processes;
- Communicate effectively in both specific and broad terms;
- Develop and maintain good relationships; Personal Effectiveness/Credibility
- Collaborate, foster and encourage teamwork.
- Data entry
- Communication Proficiency
- Strong Organization Skills
- Detail Oriented
- Technical capacity
- Collaboration Skills

- Strong Multi-tasking Skills
- Time Management
- Flexibility
- Stress Management/Composure

Trained Skills Needed:

- Basic legal concepts, terminology, principles, rules, and procedures;
- Document preparation techniques;
- Standard office procedures and equipment;
- Filing techniques and procedures;
- Ability to conduct basic legal research, including the location of statutes, shepardization of cases and computerized legal research utilization;
- Basic understanding of family law, civil law, criminal law, and rules of civil and criminal procedure;
- Strong verbal, writing, and organizational skills including the ability to meet deadlines;
- Proficiency in Word, Excel and other computer skills;
- Ability to multi-task, prioritize staff requests, and set expectations;
- Ability to handle confidential material;
- Ability to communicate in crisis situations;
- Meticulous attention to detail;
- Self-sufficient and resourceful;
- Strong customer focus with interpersonal, teamwork and problem solving skills.
- Depending on long term goals of position, satisfactory completion of a 66-hour domestic violence and sexual assault crisis intervention training and ongoing completion of continuing education hours to maintain state certification as a domestic violence and sexual assault advocate/counselor.

Education/Experience Needed:

- Bi-lingual (written and verbal) in Spanish; and

MUST POSSESS **ONE** of the following:

- A certificate of completion of a paralegal program approved by the American Bar Association;
- A certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau of Private Postsecondary and Vocational Education;
- A Baccalaureate degree or an advanced degree in any subject, a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks;

- A high school diploma or general equivalency diploma, a minimum of three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position is a mandatory reporter for known or suspected child abuse and requires that a statement acknowledging the requirement to report child abuse be signed.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While this largely a sedentary role; however, while performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle or feel; and reach with hands and arms. The employee must regularly lift and/or move up to 5 pounds, occasionally lift and or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type:

This is a part time legal support position. Days of work are typically Monday through Friday, 8:00 a.m. to 5:00 p.m. Organizational meetings may require earlier or later hours and/or occasional nights and weekends which will be flexed to maintain a normal work week.

Supervisory Responsibilities: None

Travel: No travel is expected for this position.

Mission: Accepts and demonstrates One SAFE Place’s mission and vision is to provide intervention and safety to a community affected by domestic and sexual abuse. Our vision is a community free of domestic and sexual abuse. We will do this by committing to serve the community with Integrity, Excellence, Compassion, Teamwork, and Respect.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Build rapport and relates well to others. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively and takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better working environment. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed personal and agency goals.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal

feelings, strengths and limitations and how they impact relationships. Has functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

One Safe Place is an At-Will Employer
One Safe Place is an Equal Opportunity Employer

Signature: _____ Date: _____