



PROVIDING ACCESS TO JUSTICE
FOR ORANGE COUNTY'S LOW INCOME RESIDENTS

JOB ANNOUNCEMENT

Position	Full-time Paralegal or Administrative Assistant –Health and Veterans Law Units
Organization Description	<p>The Public Law Center (PLC), Orange County's <i>pro bono</i> law firm, is committed to providing access to justice for low-income residents. Now in its 39th year of service, PLC provides free civil legal services, including counseling, individual representation, community education, and strategic litigation and advocacy to challenge societal injustices.</p> <p>PLC is seeking an energetic, passionate paralegal or administrative assistant to join our Health and Veterans Law Units in fighting for justice for Orange County's low-income communities through innovative, collaborative, community-centered lawyering.</p>
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree or an equivalent level of training • At least 2 years' work experience as a paralegal or legal assistant preferred • Bilingual English/Spanish required • Experience in general and/or veterans benefits, conservatorships, insurance, a plus • Demonstrated commitment to working with low-income communities • Strong research, writing and communication skills • Detail-oriented, organized and ability to multi-task • Team-player with strong interpersonal skills who can also work independently • Must have own transportation, valid CA Driver's license, insurance and good driving record
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide administrative and organizational support in individual and impact cases, as well as in community education efforts • Conduct initial client intakes, including legal issue-spotting, conflict check and eligibility determination • Perform general case management, including correspondence, preparation of documents and legal forms, legal research and hearing preparation • Investigate clients' cases, including obtaining and reviewing documents and records from government agencies • Under attorney supervision, convey legal information and approved legal advice • Assist with interpretation and translation for staff and volunteer attorneys as needed • Collect and compile data to meet grant deliverables and reporting requirements • Provide general administrative support to the office, filling in where needed • Other duties as assigned
Salary & Benefits	<ul style="list-style-type: none"> • Compensation dependent on experience; range of \$15.00/hour to \$18.00/hour • Competitive benefits provided
	<p>Please submit resume, cover letter and writing sample (10 pages or less) to Grace Landa at: glanda@publiclawcenter.org. Please no phone calls. APPLICATION DEADLINE: Open until filled The Public Law Center is an Equal Opportunity Employer.</p>