



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

<b>Position</b>	<b>Paralegal/Administrative Assistant – Housing and Homelessness Prevention Unit</b>
<b>Organization Description</b>	<p>The Public Law Center (PLC)'s Housing and Homelessness Prevention Unit seeks an <b>energetic, passionate advocate</b> to join our team in <b>fighting for justice</b> for low-income and self-represented litigants and entrepreneurs in Orange County through <b>innovative, collaborative, community-centered lawyering</b> to address inequities and pursue access to affordable housing.</p> <p>PLC's Housing and Homelessness Prevention Unit provides high quality direct representation, in addition to coordinating and supervising pro bono representation, of tenants in cases involving unlawful detainer, discrimination, harassment, housing voucher disputes, affordable housing advocacy and other issues related to housing in Orange County. The Unit also participates in community education, local and statewide advocacy, and community-based intake clinics.</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Paralegal certificate or an equivalent level of training preferred</li> <li>• Bilingual English/Spanish required</li> <li>• 1-3 years work experience as a paralegal or legal assistant, with experience in landlord/tenant law a plus</li> <li>• Demonstrated commitment to working with low-income communities</li> <li>• Strong oral and written communication skills</li> <li>• Ability to manage multiple tasks, and work independently and as part of a team.</li> <li>• Must have own transportation, valid CA Driver's license, insurance and good driving record</li> <li>• Must be fully vaccinated against COVID-19 unless the applicant has a valid medical reason for not being fully vaccinated or a sincerely held religious belief preventing vaccination</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct initial client intakes, including legal issue-spotting, conflict check and eligibility determination in eviction defense, discrimination, habitability, subsidized housing cases (including, but not limited to, Section 8), and other issues arising in landlord/tenant relationships</li> <li>• Perform general case management, including, without limitation, correspondence, preparation of documents and legal forms, inspection of housing units, legal research and hearing preparation, in individual and impact cases</li> <li>• Provide administrative and organizational support in community education efforts.</li> <li>• Under attorney supervision, convey legal information and approved legal advice</li> <li>• Assist with interpretation and translation for staff and volunteer attorneys as needed</li> <li>• Provide general administrative support to the office, filling in where needed</li> <li>• Other duties as assigned</li> </ul>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• Compensation dependent on experience; range of \$24.00/hour to \$26.00/hour</li> <li>• Competitive benefits provided</li> </ul>
	<p>Please submit resume, cover letter and writing sample (5 pages or less) to Grace Landa at: <a href="mailto:glanda@publiclawcenter.org">glanda@publiclawcenter.org</a>. Please no phone calls.  <b>APPLICATION DEADLINE:</b> Open until filled  <b>The Public Law Center is an Equal Opportunity Employer.</b></p>