

LEGAL ASSISTANCE OF WESTERN NEW YORK, INC.[®]

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October 16, 2014

POSITION ANNOUNCEMENT LEGAL SERVICES PARALEGAL POSITION IN GENEVA, NY

The Geneva office of Legal Assistance of Western New York, Inc.[®] (LawNY[®]) has an immediate opening for a Paralegal. This position is a temporary, one year, full-time position. Depending upon funding, the position may be extended beyond one year, and may become permanent. LawNY[®] is a not-for-profit law firm which provides civil legal services to low-income clients in a fourteen-county region in the Finger Lakes and western New York State. The Geneva office serves five of those fourteen counties (Livingston, Ontario, Seneca, Wayne and Yates) and provides representation primarily in the areas of housing, government benefits, family law, elder law, education, civil rights and consumer law. Our 30 member Geneva staff includes attorneys, paralegals, and a legal support team who work closely across areas of specialization to bring a holistic approach to addressing law related issues affecting our clients and community. We are looking for a Paralegal with 0 to 5 years of experience who can help coordinate and provide litigation support for our work.

Requirements: College degree, and/or relevant work experience, as well as a commitment to helping poor and disadvantaged people overcome institutional barriers to access employment, housing, and income supports. Recent college graduates looking for a public interest opportunity will be considered. The Paralegal's duties will include initial client intake interviews, factual investigation of clients' cases, legal research, preparing legal documents, and communication with clients, opposing counsel, and the courts. The Paralegal's duties will also include grant administration, including administration of the office's pro bono project. Applicants must have excellent legal advocacy and writing skills. Applicants must be willing to get out in the community and help build effective working relationships with community organizations, private attorneys, and government agencies. Proficiency in Spanish is an advantage, but is not required.

Salary: Salary is dependent on experience. The starting salary range is \$25,500 for a Paralegal with no prior experience to \$31,300 for a Paralegal who is credited with five years of experience. The initial salary will increase annually based upon LawNY[®]'s salary scale. LawNY[®] provides an excellent health insurance, disability and employee benefits package.

Applicants should submit a cover letter describing qualifications, resume, and the names of three references by October 31, 2014 to ensure full consideration. Applications will be accepted beyond that date until the position is filled. Applications should be sent by email to Managing Attorney Keith McCafferty at: lawnyapplications@lawny.org.

LawNY[®] is an equal opportunity employer. Women, minorities, and persons with disabilities are encouraged to apply. This position is non-exempt pursuant to the Fair Labor Standards Act.



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