



HOUSING PARALEGAL

General Purpose: To provide litigation and programmatic support to five Eviction Defense Staff Attorneys. In collaboration with ALRP's Senior Paralegal, the Housing Paralegal will join our team of dedicated professionals providing full-scope legal representation to people living with HIV/AIDS who are facing evictions or are at risk of becoming homeless.

DUTIES & RESPONSIBILITIES

Litigation Support:

- Draft pleadings, correspondence and other documents in housing-related legal matters, primarily eviction lawsuits
- Conduct legal research tasks as assigned by Staff Attorneys
- File documents via e-filing system; convey courtesy copies to SF Superior Court as necessary
- Ensure proper service of legal documents and correspondence
- Assist in responding to and propounding discovery; assist Attorneys with depositions
- Under Attorney supervision, prepare filings in Unlawful Detainer cases, including stays of execution, *ex parte* applications, first responses, noticed motions, and other pleadings
- Support Attorneys in all aspects of trial preparation
- Work with Attorneys and other ALRP Staff to train and supervise volunteers and interns
- Participate in regular skills-based training sessions, and continue professional development
- Attend weekly program meetings, staff meetings, and relevant supervision meetings

Client Services:

- Conduct thorough intake interviews with new clients and obtain necessary documentation
- As needed, visit clients in their homes, in skilled nursing facilities, and in hospital settings
- Record and update client demographic information and case notes in database
- Maintain accurate computerized client files in compliance with the highest standards of confidentiality and professional responsibility
- Draft correspondence for Attorney review, including fair housing requests, habitability concerns, issues with public housing and rental subsidies, and other civil legal issues
- Enter accurate, timely data to support program evaluation and outcomes tracking
- Perform other duties as assigned

REQUIRED QUALIFICATIONS & EXPERIENCE

- Associate's Degree (at minimum); Bachelor's Degree or/and Paralegal Certificate preferred
- Administrative office experience and proficiency with Microsoft Office applications; familiarity with Salesforce (or similar) databases and other cloud-based technology as well as File & Serve Express or OneLegal preferred
- Demonstrated commitment to social justice
- Excellent written, verbal, and client service skills
- Well-organized, highly motivated, creative problem-solver
- Flexible, positive attitude; ability to work both independently and as part of a team
- Comfortable with multi-tasking and able to handle a high volume of deadline-driven activity

PERFERRED QUALIFICATIONS & EXPERIENCE

- Two or more years working as a paralegal or legal/litigation assistant
- Bilingual in English and Spanish
- Proficient use of File & Serve or similar e-filing systems
- Familiarity with landlord/tenant laws, the eviction process, and California Civil Procedure
- Knowledge of legal and social issues related to poverty and/or disability
- Experience working with people with disabilities including HIV/AIDS and mental illness
- Prior work or volunteer experience with non-profit organizations

WORKING CONDITIONS

The AIDS Legal Referral Panel is staffed by a passionate, social justice-minded group of advocates. ALRP offers a supportive, inclusive, and collaborative work environment for all staff members. ALRP's Client Services staff, including paralegals, provide critical services to individuals who are experiencing extreme stress and instability. Unlawful Detainer (eviction) litigation is fast-paced and operates on shortened deadlines compared with other civil litigation. Client Services positions also require the provision of culturally sensitive and empathetic services. Some evening and weekend work, though rare, may be required. As with all of ALRP's Client Services staff, the Paralegal is expected to be in the office during normal business hours and to communicate with the team whenever it is necessary to be out of the office during work hours.

PHYSICAL REQUIREMENTS

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. Reasonable accommodations may enable individuals with disabilities to perform the essential functions.

- Prolonged sitting/standing, often during extensive computer use
- Significant typing/data entry
- Close visual acuity to prepare and analyze data, text, and figures
- In-person presence in the ALRP office, the Superior Court, partner agency offices and other San Francisco-area locations as necessary to meet clients' legal needs

COMPENSATION

\$60,000 - \$65,000 per year, depending on experience.

Health, Vision and Dental Benefits, Life Insurance and LTD coverage; generous vacation time and other opportunities to accrue paid time off. Part-time or flexible schedules may be considered in limited circumstances.

TO APPLY

E-mail a Resume and Cover Letter to:

Jeff Dulgar

Director of Housing and Litigation

jeff@alrp.org

Subject line: HOUSING PARALEGAL

If you find that you meet many of the qualifications in the job description, we encourage you to apply and explain in your cover letter why your experience would make you a good fit for the position. We recognize that organizations may miss out on strong applicants who screen themselves out of the process because they do not meet every qualification, which may disproportionately impact people from historically marginalized backgrounds. We know that our greatest strengths come from the people who make up our team and a welcoming, inclusive, and culturally diverse staff allows us to best serve our community.

We look forward to your application.

ALRP.org