

Full-Time Victims of Crime Paralegal/Legal Assistant position in the Bismarck Law Office of Legal Services of ND

This paralegal/legal assistant position will work primarily with victims of crime and the victims of crime attorney. The selected applicant must be able and willing to travel.

Duties:

- Litigation support, including e-filing documents, drafting legal documents, conducting legal research
- Client intake, including answering the intake telephone line, screening for legal issues, accepting applications for services, and providing advice to clients
- Case management, including interviewing clients, corresponding with clients, updating client files, and attending court hearings
- Travel to outreach locations on a regular basis to provide general information about services and receive applications for legal needs
- Provide community legal education as requested
- Attend meetings specific to victims of crime as requested
- Other duties as assigned, such as answering phones; scheduling court dates, meetings, deadlines; and updating calendars

*All legal activities are done under the supervision of an attorney

Qualifications:

- Paralegal/Legal Assistant degree, or one to two years of paralegal or administrative assistant experience;
- Strong computer skills;
- Strong organizational skills;
- Sensitivity to client needs;
- Professional and courteous demeanor; and
- Ability to read and apply applicable laws, regulations, and guidelines.

*Previous work with victims of crime is desired but not required.

Salary and Benefits:

- Negotiable, DOE
- Excellent benefits package, including paid time off, holidays, sick leave, retirement, health insurance

Deadline:

- Open until filled

Send Resume to:

Willa Rhoads

Legal Services of North Dakota

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Bismarck, ND 58501

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