

PARALEGAL POSITION ANNOUNCEMENT

Full-time Paralegal position in the Grand Forks Law Office of Legal Services of North Dakota.

Duties: Litigation support including client intake; fact gathering; outreach/public relations; community legal education; e-filing documents; drafting legal documents and memos; legal research; answer phones; correspondence with clients; attend court hearings; schedule court dates, meetings, deadlines; interview clients; outreach and other duties as assigned in addition to clerical duties; filing; bookkeeping; copying; reception; and assigned office operations, management, and coordination.

Qualifications: Paralegal/Legal Assistant degree or two years of legal experience; strong computer skills; strong organizational skills; sensitivity to needs of clients; professional and courteous demeanor; ability to read and apply applicable laws, regulations and guidelines.

Salary: \$36,000, DOE, plus excellent benefits package.

Deadline: Open until filled.

Submit resume to:

Willa Rhoads
Legal Services of North Dakota
418 E. Broadway Ave., Ste. 25
Bismarck, ND 58501
(701) 222-2110
wrhoads@legalassist.org