LEGAL AID SERVICES OF OKLAHOMA, INC.

JOB DESCRIPTION

JOB TITLE: Paralegal
DATE: February 2007
REPORTS TO: Managing Attorney or the Attorney assigned by management to direct and monitor his/her activities.
FLSA STATUS: Non-Exempt

JOB SUMMARY: This position may be responsible as assigned for conducting intake and investigating client issues, undertaking legal research, drafting documents, making community education presentations, and/or acting as an advocate as permitted by law, all under the supervision of a licensed attorney.

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

- Minimum High School diploma or equivalent
- Previous paralegal experience, certification in paralegal studies, or other law or related studies preferred.
- Proven knowledge of operations, practices and procedures of relevant courts and administrative agencies and legal research ability preferred.

ESSENTIAL JOB FUNCTIONS:
Some variance may be present due to differences in office and staffing size.

- Interview clients and enter appropriate information into the computerized case management system.

- As permitted by law where no license is required, provide legal assistance on behalf of clients in areas of expertise, including advice, informal advocacy or negotiation, and formal advocacy in allowable forums with minimal supervision.

- In substantive areas where a license is required and as directed or reviewed by a supervising or other licensed attorney, relay advice or other assistance to clients or facilitate the referral of clients to other legal services programs or other resources, including acting as liaison.

- Prepare legal documents and other correspondence as needed.

- Assist in training and/or cross-training of other staff members or volunteers.
• Attend training in relevant substantive and procedural law areas as set forth in an approved training plan or as directed by management.

• Conduct legal research and investigations on behalf of clients and provide assistance to other staff members as needed, including the preparation of summaries of findings and recommendations regarding assigned questions.

• Prepare reports as required by LASO, LSC, or other relevant funders, such as Title III area aging agencies.

• As needed, conduct home visits or see clients in nursing homes or other facilities when they are unable to travel to the office for service.

• Represent LASO in a professional manner to community groups and civic organizations.

• Conduct community education programs for client groups on their rights, the services provided by the program, and other resources within the justice community.

• Attend LASO Task Force and other program meetings, including serving on statewide committees and participating as needed in state planning.

• Promote the program’s efforts to involve the private bar in delivering services to eligible clients or providing other resources.

• Demonstrate knowledge and expertise of the law and legal system.

• Embrace and support LASO’s overall mission and uphold all standards, policies, grant requirements, procedures and confidentiality guidelines.

ADDITIONAL RESPONSIBILITIES:
• Perform other duties and projects as required by management.

KNOWLEDGE, SKILLS, AND ABILITIES:
• Good verbal and written communication skills.
• Good interpersonal skills: able to work well with a wide range of people.
• Good organizational and time management skills.
• Demonstrate dependability through good attendance and adherence to timelines and schedules.
• Good follow through on projects and deliverables.
• Good analytical skills.
• Good problem-solving skills.
• Demonstrate resourcefulness and ability to take initiative in development and completion of projects.
• Strong sense of community service.
• Good proficiency in pc applications.
• Proficiency in LASO’s case management system.
• Able and willing to continue professional development.

PHYSICAL REQUIREMENTS
This work is sedentary and requires the following physical activities:
• Sitting for long periods of time; occasional bending, squatting, kneeling, stooping; good finger dexterity; frequent repetitive motions; and the ability to speak and hear; or the ability to perform essential job functions with reasonable accommodation.
• Frequent lifting (up to 25 pounds of paper supplies or minor office equipment).
• Traveling to client locations and other sites as needed.

WORKING CONDITIONS:
• Normal office environment.

NOTE: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.