

PHILADELPHIA LEGAL ASSISTANCE SEEKS A FAMILY LAW PARALEGAL

Philadelphia Legal Assistance (PLA) seeks to hire a temporary, full-time paralegal for its Family Law Unit for a minimum of one year, and possibly longer, to begin in July, 2006. PLA is a non-profit legal services organization primarily funded by the Legal Services Corporation. PLA serves approximately 3,000 clients each year in the area of Family Law and views the practice of family law to be an integral part of the war on poverty and family violence. The family law paralegal will assist clients in a variety of domestic relations matters, including custody, support, divorce and protection from abuse. This assistance includes client interview, pleading preparation, litigation coordination, and other routine paralegal duties.

MINIMUM QUALIFICATIONS:

College graduate. Commitment to family violence issues preferred. Ability to interact well with people and handle emotional issues. Prior work experience at a public interest law firm or in the area of family law preferred but not necessary. Ability to speak and write Spanish preferred but not required.

SALARY AND BENEFITS:

Salary is commensurate with years of experience and is comparable to other public interest paralegal salaries. Full health coverage and other benefits.

APPLICATION PROCESS:

Philadelphia Legal Assistance is an equal opportunity employer. All qualified applicants are encouraged to apply. Interested applicants should forward a resume and cover letter via regular mail, electronic mail or fax to:

Anita Santos-Singh, Executive Director
Philadelphia Legal Assistance
42 South 15th Street, Suite 500, Philadelphia, PA 19102
Phone: (215) 981-3800 Fax: (215) 981-3870

ASantos@PhilaLegal.org

Application deadline is May 31, 2006. However, the position will remain open until filled and applications will be accepted until that time.