

Job Title:	Paralegal	Job Category:	Professional
Department/Group:	Legal Services / Programs	Job Code/ Req#:	
Location:	Richmond, TX	Travel Required:	Greater Houston area
Level/Salary Range:	Salary / Non-Exempt	Position Type:	Full-Time; Non-Exempt
HR Contact:		Date posted:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.
External posting URL:			
Internal posting URL:			

Job Description

COMMITMENT: AT LEAST 40 HOURS PER WEEK; MONDAY - FRIDAY; TIME AND LOCATION ARE FLEXIBLE

ROLE AND RESPONSIBILITIES:

- Model agency core values (SPIRIT): Service, Passion, Integrity, Respect, Innovation and Teamwork.
- Client Engagement: drafting letters of engagement, returning client calls, making initial client contact and making proper internal or external referrals.
- Ensure files and paperwork are completed in a timely manner and stored as per agency policy.
- Cultivate community partnerships that supplement client services.
- Conduct case status calls to community agencies (such as D.A., law enforcement, etc.).
- Coordinate with servers to ensure respondent service.
- Assist attorney in the preparation of mediations, hearings and trials.
- Correspond with opposing counsel and court staff.
- Manage court calendar.
- Work with other FBWC programs staff (case managers, mental health team, emergency response advocates) to ensure expedient case resolution.
- Assist in the development of ongoing legal clinics and legal educational sessions.
- Adhere to deadlines and work on multiple projects at a time.
- Record timesheets in accordance with the grants allocation worksheets and submit them in a timely manner.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- College degree in related field.
- Certified Paralegal is preferred.
- Knowledge of Texas Rules of Civil Procedure and Texas Family Code.
- Proficiency in Microsoft Office.
- Experience in Family Law; knowledge of criminal law is a plus.
- Valid Texas driver's license and auto liability insurance as required by the State of Texas.
- Pass a criminal background check and drug screening.

PREFERRED SKILLS AND COMPETENCIES

- Nonprofit advocacy is a plus.
- An enthusiastic personality is a MUST! We assist those who are struggling to achieve self-sufficiency. It is a rewarding job, but one that requires a great deal of optimism.
- Previous experience working with individuals dealing with trauma (preferably domestic or sexual violence) is a plus.
- Demonstrates leadership, communication, and problem-solving skills in a manner that encourages and empowers clients to seek remedies for positive change.
- Displays ability and willingness to make appropriate decisions, respond compassionately to persons served while maintaining appropriate and professional boundaries, exhibits sound and accurate judgment, supports and explains reasoning for decisions, and includes appropriate people in the decision-making process.

- Displays original thinking and creativity by meeting challenges with resourcefulness, generating suggestions for improving work, and developing innovative approaches.
- Shows tenacity and thoroughness, with the ability to solve practical problems and deal with a variety of situations.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____