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Low Income Taxpayer Clinic: 1-800-477-1394
Central Intake: 1-866-277-5733
www.ardfky.org

Area Offices:
Barbourville, KY
Hazard, KY
Pikeville, KY
Prestonsburg, KY
Richmond, KY
Somerset, KY

Evan B. Smith
Interim Executive Director
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John M. Rosenberg
Director Emeritus

DISASTER RESPONSE PARALEGAL VACANCY

AppalReD Legal Aid, a nonprofit law firm, is recruiting for a Disaster Response paralegal in its **Hazard Office** located at 1600 High Street, Suite 101, Hazard, KY. This is a full-time position.

SALARY: \$15.16+ per hour D.O.E. plus generous benefits and leave

FLSA STATUS: Non-Exempt

EMPLOYEE CLASSIFICATION: Full-time

SUPERVISOR: Hazard Directing Attorney

JOB SUMMARY:

This position will assist and support the Disaster Response Attorney with paralegal tasks including: Multi-tasking with a large caseload, file management, client communication, legal research, pleading preparation, extensive case data tracking for grant reporting, assisting with grant reporting, and conducting outreach and communication with various community partners.

The Paralegal interviews applicants, records information, and completes intakes. Provides information, advice and brief service to clients, under the supervision of an attorney.

ESSENTIAL FUNCTIONS:

- Interview applicants.
- Complete intakes.
- Process online intakes.
- Record information in case management system.
- Provide information, referrals and brief services under supervision of attorney.
- Prepare documents and letters.
- Treat clients, staff and the public with dignity and respect.
- Use language line or other interpretive services as appropriate.
- Other duties as assigned.

RESPONSIBILITIES INCLUDE:

- Screening and conflicts checks
- Processing correspondence

JOB REQUIREMENTS:

- High school diploma or equivalent (GED).
- 6 months to 1 year of related experience in a administrative practice, or legal services/non-profit environment.
- High level of comfort with Microsoft Office applications
- Demonstrated proficiency with databases, Excel
- Excellent punctuality and attendance
- Excellent interpersonal skills.
- Excellent communication skills (oral and written).
- Organized, able to prioritize work, able to multi-task and handle multiple responsibilities.

SUCCESS FACTORS:

- A commitment to the principal of equal justice and to advocacy for low-income persons.
- Treat clients, staff and the public with dignity and respect.
- Appreciation for diverse cultures and communities.
- Demonstrated ability to work as a member of a team and independently.
- Able to address issues in a timely manner.
- Able to collect, correct and deliver concise information to complete the intake process.
- Must maintain strict confidence regarding client matters.
- Must maintain high level of professionalism at all times.

SUBMISSION DEADLINE: September 15, 2023

HOW TO APPLY:

Submit resume with letter of interest to Director of Administration Lorie Elam, 120 N. Front Avenue, Prestonsburg, KY 41653, email: lorief@ardfky.org.

AppalReD Legal Aid is an Equal Opportunity Employe