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## Stand Up Placer, Inc. – Job Description

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**Position:** Paralegal

**Reports to:** Staff Attorney

**Location:** Stand Up Placer service offices and Placer County community

**Job Status:**

### ABOUT STAND-UP PLACER

Stand-Up Placer comprehensive services to Placer County survivors of domestic violence, sexual assault, human trafficking and their non-offending family members. Our mission is to save lives by empowering survivors and educating communities to stand up to domestic violence, sexual assault and human trafficking.

### POSITION SUMMARY

Under the direct supervision of the Staff Attorney, the paralegal will help oversee the Victim Legal Assistance Program funded by the California Office of Emergency Services. The purpose of the Legal Victim Assistance Program is to increase the availability of holistic civil and criminal legal assistance needed to effectively aid adult and youth victims of crime who are seeking relief in legal matters relating to that crime.

### ESSENTIAL RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:

Under the direct supervision of the Staff Attorney –

- Help oversee all grant-based legal services, including legal screenings, direct services, court accompaniment and community-client outreach;
- Assist in providing referrals for civil and criminal legal services to victims of domestic violence, sexual assault, human trafficking, dating violence and/or stalking – including issues related to assault and privacy, immigration, safety, financial abuse, housing, employment, education, child custody, child support, divorce and restraining orders – for all grant based programs;
- Help ensure that clients receive comprehensive victim advocacy – including danger assessment, safety planning, crisis counseling, court accompaniment, and assistance accessing community resources from in-house advocates;



- Assist in the gathering of required data for grant reporting requirements, pull reports and help manage client caseload efficiently;
- Assist in the tracking of legal outcomes of cases for further review, in completing required documentation – including monthly reports, grant reports, and administrative paperwork – thoroughly and in a timely manner;
- Provide outreach, as may be directed, to other community organizations and partners to ensure a steady stream of referrals.

### **Direct Service**

Under the direct supervision of the Staff Attorney –

- Provide assistance to victims of domestic violence, sexual assault, human trafficking, dating violence or stalking in the preparation and filing of applications for issuance of domestic violence restraining order, child custody/visitation, child/spousal support, and other court orders necessary for their safety, privacy and financial stability;
- Assist in the preparation, and filing, of court documents related to family law, civil harassment restraining orders, including landlord/tenant, employment, education and privacy law matters;
- Screen clients to determine their eligibility for legal services, and appropriate remedies, under the Victim Legal Assistance Program of the California Office of Emergency Services;
- Provide assistance during the legal clinic or workshop for victims of domestic violence, sexual assault, human trafficking, dating violence and/or stalking and provide legal and administrative support to related legal service programs;
- Work with clients to gather evidence, legal information and other necessary documents related to their cases and provide assistance in the preparation of their court, and other legal, forms and documents;
- Calendar and maintain court appearances, hearings, and trials and schedule court reporters and interpreters, assist with case management, hearing preparation, discovery, trial preparation, and perform such other legal support duties as assigned;



- Create and maintain physical and electronic legal files and perform legal administrative tasks such as serving, mailing, filing or retrieving legal documents, as directed;
- Provide accompaniment to clients during court hearings, accompaniment to government offices/agencies, or in meetings with other service providers and community partners;
- Perform legal research and writing projects and communicate with community partners, other service providers and government agencies as directed;
- Help ensure empowering, professional relationships with clients to create an atmosphere of empathy, safety, and support and work to eliminate barriers to service, particularly for victims from historically oppressed communities;
- Perform such other duties as assigned.

### **Best Practices & Grant Compliance**

- Help administer legal services in compliance with standards for service delivery, documentation, and reporting set by California's Domestic Violence and Sexual Assault laws, California State Bar rules and regulations, and protocols from the Office on Violence Against Women;
- Assist the Staff Attorney in the collection and management of grant-based legal services statistical information and help complete reports as required by the grant;
- Help ensure that the quality of services reflects best practices;
- Must be up to date with continuing education requirements for the paralegal profession;
- Attend appropriate CalOES sponsored training that supports victim-based interventions and best practices;
- Help advocate for the empowerment, self-agency, and independence of victims according to their wishes to the fullest extent possible;
- Carry out special projects and other duties as assigned.



## QUALIFICATIONS

- ABA Paralegal Certificate with at least two (2) years of experience within a family law, family justice center, or victim service provider;
- Ability to work with victims of domestic violence, sexual assault, human trafficking, dating violence and/or stalking, who are in crisis in a culturally competent manner;
- Ability to clearly and simply communicate legal terms and procedures to clients;
- Ability to work under pressure, manage and meet deadlines, prioritize multiple tasks at once, organize work, establish priorities, manage office functions efficiently, detail oriented and with excellent oral and written communication skills;
- Ability to establish and maintain positive interpersonal relations and communications with co-workers and a great team player, with great adaptability and flexibility while working in a dynamic work environment;
- Ability to interpret case law, statutory code, legal opinions and reviews, perform legal research, draft legal pleadings, correspondence, review case files and summarize case status for next steps;
- Knowledge of, and experience working with, Essential Forms;
- Computer proficiency with Microsoft Office applications (Word, Excel, Outlook, PowerPoint), Google applications (Gmail and Google Docs) and online research required. Comfort in computer network environment;
- Must demonstrate an acceptance and respect for diversity in all of its forms – including ethnic and cultural diversity, sexual orientation, gender identity, abilities, and religious backgrounds. Ability to work collaboratively in an ethnically, linguistically, and culturally diverse environment;
- Completion of 72-hour state-certified Crisis Intervention Training (post-hire requirement);
- Reliable transportation, valid California Driver's License and proof of insurance;
- Fingerprint clearance required;
- Bilingual preferred.



## **ESSENTIAL PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

## **DISCLAIMER STATEMENT**

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

## **COMPENSATION AND BENEFITS**

Compensation is commensurate with experience. Benefits include health insurance with Flexible Spending Account, 401 K, paid vacation, sick time and holidays.

## **TO APPLY**

Applications will be accepted until this position is filled. Qualified applicants should send resume, cover letter and professional references to Marianne Nodes at [marianne@standupplacer.org](mailto:marianne@standupplacer.org) with Paralegal in the subject line. Please indicate how you heard about this position.

**Stand Up Placer** is an Equal Opportunity Employer. For more information you can visit our website at [www.standupplacer.org](http://www.standupplacer.org).

## **ACKNOWLEDGEMENT**

I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with STAND UP PLACER (Agency) is at-will, and that I or the agency may terminate my employment at any time with or without cause or notice.



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Employee Signature

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Date

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Supervisor's Signature

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Date