



Daniel K. Glazier  
Executive Director and  
General Counsel

## **FULL-TIME PARALEGAL / OFFICE MANAGER EDUCATION JUSTICE PROGRAM**

Legal Services of Eastern Missouri, Inc. (LSEM), a non-profit law firm that provides free legal assistance in civil cases to persons living with low income/low opportunity, seeks a Paralegal / Office Manager for its new Education Justice Program.

The goal of the Education Justice Program is to combat the systemic issues that create racial and ethnic disparities in education, which lead to school push out. This special project, which is funded through a grant from the Missouri Foundation for Health, will focus on promoting racial justice in education and combating the systemic issues that underlie the “school-to-prison pipeline” using a race equity lens to protect children’s civil rights, primarily through impact litigation and through the use of other systemic advocacy tools, such as filing complaints with the Office of Civil Rights and bringing public awareness to the “school-to-prison pipeline”.

*The position is funded by a three-year grant which began in December 2016, and continuation of the position past that period is dependent on future funding.*

### **POSITION DUTIES & RESPONSIBILITIES**

Under the direction and supervision of the Education Justice Program Director:

#### **Paralegal**

- Perform legal research (using Westlaw and other legal research databases), draft pleadings and correspondence, and assist in investigations and litigation, including trial preparation (e.g., assistance with discovery and the preparation of exhibits);
- Conduct client intakes and interview clients and witnesses
- Communicate with clients and monitor client cases and pending litigation
- Serve as a source of client information, support and advocacy
- When necessary, provide clients with community resources specific to their needs
- Review and organize files
- Participate in and assist with outreach (including attending outreach events) and assist with creating outreach materials
- Conduct client visits, sometimes at client houses
- Communicate with attorneys, staff members and other parties concerning client cases
- Provide paralegal support for volunteers
- Supervise volunteer paralegals
- Close client files
- Maintain current knowledge of professional ethics and of the procedural and substantive law that apply to cases in order to carry out the legal assistant functions.

## **Office Manager**

- Create systems of organization and record keeping
- Organize, schedule, calendar court appearances and meetings, maintain LSEM manuals, prepare payroll time sheets, prepare billing requisitions, maintain office equipment, records, files and databases, perform word processing, maintain supply stocking levels, make travel arrangements, maintain files (paper and electronic) and time sheets, follow up on research requests and assignments with interns, volunteers and other staff, maintain all files in compliance with LSEM regulations, and other tasks as assigned or needed.
- Perform intake procedures and schedule meetings with clients
- File legal documents with the court (including via e-filing)
- Maintain unit staff, intern and volunteer assignments

## **SALARY & BENEFITS**

Salary commensurate with experience. Excellent benefits including medical, dental and vision insurance, a generous time off policy, 403(b) and profit sharing plans, long-term disability and life insurance, employee assistance plan and flexible spending account.

## **REQUIREMENTS**

Must have ability to work collaboratively with others; be energetic and committed to LSEM's mission; be organized and accountable; take initiative / self-starter; have sound judgment; and have good writing and communications skills.

A legal studies certificate, paralegal certificate, other relevant studies and/or legal secretary experience is required. Must be proficient with Microsoft Office (Word, Excel, Access, Outlook), with e-discovery and e-discovery databases, such as Concordance, Attenex and LiveNote and with legal research databases (such as Westlaw).

The ideal candidate will have at least seven years of experience and also have racial justice training and/or experience and familiarity with education and/or civil rights law.

## **APPLICATION INFORMATION**

Please send a cover letter and resume to: John Early, Human Resources Director Legal Services of Eastern Missouri, at [jgearly@lsem.org](mailto:jgearly@lsem.org).

## **SUBMISSION DEADLINE: October 8, 2017**

*Equal access to LSEM's office is available. Those applicants requiring accommodation to the interview/application process should contact the Human Resources Director at the e-mail address listed above. LSEM is an equal opportunity employer.*