



**JOB ANNOUNCEMENT:**  
**HCC Paralegal Bilingual**  
August 2015

Be a part of history! Join the Neighborhood Legal Services of Los Angeles County (NLSLA) and become part of an energetic team of advocates that provides a wide-range of legal services aimed to address issues that disproportionately impact the poor. These services include litigation, providing training and technical assistance, and community education.

NLSLA is seeking a Paralegal for the Health Consumer Center (HCC) for its Pacoima or El Monte office. The candidate we seek will be able to handle significant client contact and is dedicated to working with non-profit public interest organizations. Ability to work independently with minimal supervision. Excellent interpersonal skills and the ability to conduct research and problem-solve. Strong communication skills (oral/written) in English, Spanish or Mandarin coupled with patience and sensitivity with people in crisis situations.

- Position:** Paralegal, HCC department
- Availability:** Open Immediately.
- Compensation:** \$36,727 - \$52,455 Commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; 125 plan; 403(b), bilingual pay supplement, sick and vacation pay, and 13 employer-paid holidays.
- Duties and Responsibilities:** Paralegals provide information and legal assistance on a range of issues in support of our clients in one or more practice areas listed below. In addition, under attorney supervision, paralegals handle their own caseloads, may represent clients at administrative hearings, provide community education presentations to the community and assist in policy advocacy and litigation, as required.
- Minimum Qualifications:** Experience working with low-income individuals and families preferred. Qualified candidates must have one of the following: (1.) paralegal certificate, (2.) B.A. or B.S. degree with 1 year experience working in a law office or other legal setting under the supervision of a licensed attorney or (3.) High School degree with 3 years experience working in a law office or other legal setting under the supervision of a licensed attorney with a letter certifying the experience.



*Changing Lives and Transforming Communities Since 1965*

**About NLSLA:**

NLSLA is one of Los Angeles County's leading public interest law offices and has been the primary legal aid program serving the cities of Burbank and Glendale and the San Fernando and Antelope Valleys for more than 48 years and the city of Pasadena and San Gabriel and Pomona Valleys since 2001. The NLSLA staff of 100+, including 45 lawyers, provides legal assistance to low-income individuals, families and groups in the areas of family law and domestic violence, housing, health care, education, public benefits, economic and job development, immigrant rights, consumer rights and environmental justice. NLSLA is headquartered in Glendale, CA with branch offices in Pacoima, and El Monte.

Through a combination of individual representation, high impact litigation and public policy advocacy, NLSLA combats the immediate and long-lasting effects of poverty and expands access to health, opportunity and justice in Los Angeles' diverse neighborhoods. Founded in response to the nation's War on Poverty, each year NLSLA provides free assistance to more than 80,000 individuals and families through innovative projects that address the most critical needs of impoverished communities.

**To apply:**

**Applicants should send a cover letter and resume to:**

Elizabeth Brown, Director of Human Resources  
Neighborhood Legal Services of Los Angeles County  
1102 E. Chevy Chase Drive  
Glendale, CA 91205  
Fax: (818) 291-1790 E-mail: [employment@nlsla.org](mailto:employment@nlsla.org)

**NLSLA is an equal opportunity employer and encourages applications from minorities, females, people with disabilities and veterans.**