



JOB POSTING
Paralegal
Pro Bono and Community Partnerships Practice Group
(Internal and External)

For over 50 years, Legal Aid Chicago has provided free civil legal assistance to people living in poverty in metropolitan Chicago. Each year our attorneys, volunteers, and staff help resolve civil legal problems, including domestic violence, consumer fraud, and unfair evictions. Legal Aid Chicago was founded on the philosophy that all individuals are entitled to quality civil legal representation, regardless of their income. We work to ensure that poverty is not an impediment to justice by dismantling the legal barriers that perpetuate inequality. Legal Aid Chicago staff live our mission through our core values of equity, excellence, inclusion, kindness, and respect.

Position: Paralegals work alongside attorneys and directly with clients on legal issues. This position will be placed in Legal Aid Chicago's Pro Bono and Community Partnerships Practice Group to support work focused on criminal records relief (e.g., expungement and sealing), including cannabis expungement, as well as other work of the Pro Bono and Community Partnerships Practice Group.

Legal Aid Chicago's Pro Bono and Community Partnerships Practice Group serves clients with barriers to employment, education, or housing who seek to have their criminal record expunged, sealed, or vacated, or with alternative forms of criminal record relief such as certificates of good conduct and healthcare waivers. The paralegal will provide support for all aspects of criminal records relief, including screening clients, assisting attorneys with paperwork and filing.

Responsibilities include, but are not limited to:

- Conduct telephone and in person interviews to determine client eligibility for services and advise clients on how to obtain rap sheets
- Assist with the preparation and filing of paperwork for expungement, sealing or other record relief
- Attend and assist with the operation of expungement legal clinics, including virtual expungement clinics
- Help to ensure smooth operations of the clinics including client registration and volunteer training and recruitment
- Engage and provide administrative support to volunteers and staff
- Track data related to grant, pro bono work, and assist on related reporting

Qualifications:

Undergraduate degree is preferred. Applicants must have excellent interpersonal, communication, and organizational skills. The applicant's personal background, experience, or professional background should reflect an ability to work effectively in cross-cultural situations with clients, co-workers and the community we serve. Good organizational and information-gathering skills are

essential. Ability to work collaboratively with others, and to draft documents including letters is essential. The ability to work well under pressure and to learn and retain new information is required as is availability during evening hours on days when clinics are held. Computer proficiency, including familiarity with Microsoft Office applications is required.

Salary:

Commensurate with experience. Legal Aid Chicago offers a comprehensive benefits package, including low-cost employer-paid health plan options, employer-provided group life and long-term disability insurance, fitness center access, generous paid time off, and much more.

To Apply: Send your cover letter, resume, and the contact information of two professional references to: resume@legalaidchicago.org. Please place “**PCG Paralegal**” in the subject line of your e-mail. Applications will be reviewed on a rolling basis and the position will remain open until filled.

Legal Aid Chicago is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status. Applicants who have experiences with our client communities are encouraged to apply.