



PROVIDING ACCESS TO JUSTICE
FOR ORANGE COUNTY'S LOW INCOME RESIDENTS
JOB ANNOUNCEMENT

Position	Paralegal or Administrative Assistant – Operation Veterans ReEntry and Low-Income Taxpayer Clinic
Organization Description	<p>The Public Law Center (PLC)'s Consumer Law and Community Economic Development Projects seeks an energetic, passionate advocate to join our team in fighting for justice for low-income and self-represented litigants and entrepreneurs in Orange County through innovative, collaborative, community-centered lawyering to address inequities and support community economic development.</p> <p>PLC's Operation Veterans ReEntry and Low-Income Taxpayer Clinic (LITC) provide high quality direct representation, in addition to coordinating and supervising pro bono representation, to low-income veterans and taxpayers in Orange County. Veterans legal issues include veterans benefits, discharge upgrades, disability rights, housing, and post-conviction relief. The LITC assists low-income taxpayers with their federal income tax issues, including offers-in-compromise, appeals, and innocent spouse claims. The two projects also participate in community-based self-help and intake clinics, community education, and local and statewide advocacy.</p>
Qualifications	<ul style="list-style-type: none"> • Paralegal certificate or an equivalent level of training preferred • Bilingual English/Spanish required • 1-3 years work experience as a paralegal or legal assistant, with experience in veterans benefits and/or tax law a plus • Demonstrated commitment to working with low-income communities • Strong oral and written communication skills • Ability to manage multiple tasks, and work independently and as part of a team. • Must have own transportation, valid CA Driver's license, insurance and good driving record • Must be fully vaccinated against COVID-19 unless the applicant has a valid medical reason for not being fully vaccinated or a sincerely held religious belief preventing vaccination
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct initial client intakes, including legal issue-spotting, conflict check and eligibility determination • Perform general case management, including correspondence, preparation of documents and legal forms, legal research and hearing preparation, in individual and impact cases • Provide administrative and organizational support in community education efforts. • Under attorney supervision, convey legal information and approved legal advice • Assist with interpretation and translation for staff and volunteer attorneys as needed • Provide general administrative support to the office, filling in where needed • Other duties as assigned
Salary & Benefits	<ul style="list-style-type: none"> • Compensation dependent on experience; range of \$20.00/hour to \$23.00/hour • Competitive benefits provided
	<p>Please submit resume, cover letter and writing sample (5 pages or less) to Grace Landa at: glanda@publiclawcenter.org. Please no phone calls. APPLICATION DEADLINE: Open until filled The Public Law Center is an Equal Opportunity Employer.</p>