

Community Legal Aid SoCal

Position: *Staff Attorney Self-Help Tenant Hotline (Hybrid)*

The Bilingual Self-Help Tenant Hotline Staff Attorney works with staff paralegals, Justice Corp fellows and interns, law student and paralegal interns, and volunteers to provide legal information and education to self-represented litigants. The Staff Attorney will be working on a high-volume information phone line remotely that assists litigants with their cases in Los Angeles County. The attorney will also be assigned to work onsite at the Self-Help Center in the Compton Courthouse as needed. This full-time hybrid position reports to the Supervising Attorney.

Responsibilities:

- Respond to a high-volume legal information hotline by conducting client intakes, accurately coding services, and providing accurate legal information to callers.
- Provide legal information and education to self-represented litigants, primarily in unlawful detainer and housing matters, through structured interviews and direct assistance in a fast-paced environment.
- Review and assess self-prepared legal documents and pleadings submitted by self-represented litigants and provide appropriate legal information and guidance.
- Supervise Self-Help staff and contribute to the overall work of the Self-Help Unit, including assisting with the provision of legal information in other civil legal matters as needed.
- Provide legal analysis and conduct factual and legal research to support Self-Help paralegals, intake staff, and volunteers in delivering accurate legal information and education to litigants.
- Interview litigants and communicate legal information effectively, ensuring clarity and professionalism.
- Review and assess self-prepared legal documents, including pleadings, memoranda, correspondence, and related materials.
- Supervise and direct the legal work of paralegals, law students, interns, and volunteers, and participate in community outreach and education as needed.
- Perform other duties as required to meet the needs of the organization.

Requirements

Education:

- Juris Doctor degree and an active member in good standing of the California Bar or member to another state bar and ability to register as a legal services provider.

Qualifications:

- Bilingual Spanish proficiency- Required.
- Gain knowledge of Landlord-Tenant law, including unlawful detainer notices, pleadings, answers, motions, and other areas of Civil Law, such as Family Law and Consumer Debt.
- Strong legal research, writing skills, and experience with form preparation for Civil Cases from start to completion.
- Excellent written and oral communication skills, with strong problem-solving ability, creativity, and effective use of technology.
- Strong work ethic and initiative, with the ability to organize time, manage multiple priorities, and meet critical deadlines with minimal supervision.
- Ability to identify legal issues and provide real-time guidance to Self-Help staff, supported by strong interpersonal and client communication skills, including experience working with indigent clients.
- Strong technical and organizational skills, including proficiency in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint, Teams) and keen attention to detail.
- Ability to effectively engage with a wide range client population utilizing client-centered lawyering and trauma-informed practices.

Pay:

- \$80,000 to \$98,000 (DOE)