



**Maryland Volunteer Lawyers Service
Baltimore, Maryland
Workforce Development Paralegal
(Full-time, non-exempt)**

Maryland Volunteer Lawyers Service (MVLS), founded in 1981, is the oldest and largest volunteer legal services organization in Maryland. The mission of MVLS is to provide quality civil legal services to Marylanders of limited means. We achieve this goal primarily through our core pro bono program and more targeted programs that serve specialized legal needs. For more program information, go to our website: www.mvlslaw.org.

Job Responsibilities:

- Participate in on-site legal screenings of clients at job training programs throughout Baltimore City, providing support by assisting clients through the process, reviewing their applications, and serving as point-of-contact for clients and program staff
- Work with staff attorney to review client intake forms and documents in order to create a case plan for each job trainee client
- Track each client's case status, work with clients and job trainee case managers to obtain necessary documents and any other information needed for follow-up
- Serve as point-of-contact for case managers at MVLS partner sites; participate in weekly phone calls and other updates to case managers
- Develop proficiency using LegalServer case management database, especially with respect to client and attorney-related data entry, case notes, and document management associated with cases, e.g., client applications, court documents, financial eligibility documents, important correspondence
- Work with Pro Bono Program Manager and Deputy Director to resolve client or attorney disputes
- Other administrative duties as assigned

Skills:

- Client-centered customer service skills are essential to success in this position
- Excellent computer, data entry, and organization skills
- Must be detail oriented and able to manage a high volume of documents
- Must enjoy being a team player as success depends on collaboration and teamwork
- Strong written and oral communication skills essential

Experience:

- At least 2 years of comparable administrative, customer service, or legal experience
- Computer and data entry experience required
- Proficient in Microsoft Office suite of programs, i.e., Word, Excel, Access.



- Demonstrated commitment to underserved communities

Education:

- At least two years of college or paralegal certificate from an accredited program

Salary and Benefits:

- Salary \$35,000
- MVLS offers excellent employee benefits, including employer paid health insurance (single coverage), life and disability insurance, sick and annual leave, 4% retirement account employer match and more

How to Apply:

- Please **email** resume, cover letter, salary requirements, and at least three professional references to mvls@mvlslaw.org.
- Incomplete applications will not be considered
- No telephone calls, please.