Maryland Volunteer Lawyers Service
Baltimore, Maryland
Intake Paralegal
(Full-time, non-exempt – One Year Position)

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 connect low-income Marylanders with volunteer lawyers and community partners to deliver free civil legal assistance because there should be justice for all, not just for those who can afford it. We achieve this goal primarily through our core pro bono program and more targeted programs that serve specialized legal needs. For more program information, visit our website: www.mvlslaw.org.

This position focuses on screening clients for acceptance into the MVLS program and matching them with volunteer attorneys.

**Job Responsibilities:**
- Provide intake services, primarily through phone intake, to potential MVLS clients
- Review applications received through telephone and on-line intake
- Screen applicants for income eligibility, case type and Maryland County of residence.
- Contact volunteer attorneys to place eligible client cases
- Use LegalServer database to manage documents and paper work associated with cases, e.g., client applications, court documents, financial eligibility documents, important correspondence, invoices or requests for reimbursement.
- Develop proficiency using LegalServer database, especially with respect to client and volunteer-related data entry and document management.
- Report client or attorney disputes to the Pro Bono Program Manager and Director of Program Management for resolution
- Participate in pro bono program outreach activities that may include occasional weekend and evening work
- 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
- Must possess ability to deal with difficult callers in crisis
• Works well with others; a team player
• Strong written and oral communication skills essential
• Spanish language skills a plus

**Experience & Education:**
• At least 2 years of administrative, customer service, or legal experience
• At least 2 years of college or paralegal certificate from accredited institution is a plus
• Computer and data entry experience required
• Proficient in Microsoft Office suite of programs, i.e., Outlook, Word, Excel.
• Demonstrated commitment to underserved communities

Salary is $35,000 - $40,000 with excellent benefits, including health insurance (with dental and vision benefits), sick leave and vacation. This is a one year temporary position.

Submit a cover letter and resume via email with “Intake Paralegal” in the subject line to mvls@mvlslaw.org. Applications willing be considered on a rolling basis.

*Please, no telephone calls.*

**MVLS is an equal opportunity employer. MVLS does not discriminate against any applicant for employment or any employee on the basis of race, nationality, ethnicity, age, religion, disability status, sex assigned at birth, gender identity, gender presentation, sexual orientation, or immigration status.**