



Maryland Volunteer Lawyers Service

Baltimore, Maryland

Consumer Protection Paralegal (Full-Time, non-exempt)

Maryland Volunteer Lawyers Service (MVLS), founded in 1981, is the oldest and largest volunteer legal services organization in Maryland. MVLS removes barriers to justice through free civil legal help, community engagement, and advocacy for equitable laws. Our vision is for a fair legal system that is free of injustice and equitably serves underrepresented Marylanders. 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.

MVLS's core values are teamwork, passion for MVLS's mission, commitment to clients, volunteers, and community partners, initiative and commitment to eliminate systemic barriers to justice based on race and economic disparities. MVLS is committed to fostering an inclusive culture in the workplace. Our work to end barriers to justice starts with increasing the racial diversity of our staff to better reflect the communities we serve.

The Consumer Protection Project (CPP) Paralegal plays a key role in assisting Marylanders facing debt. The position supports MVLS' weekly consumer clinic and the Foreclosure Prevention Program. The Paralegal supports the Consumer Attorney and the Director of Advocacy and Financial Stabilization with direct representation and spotting trends in consumer protection.

Job Responsibilities:

- Interview and screen potential clients and assist clinic attorney at MVLS' consumer clinic held every Tuesday from 8 a.m. to 12:00 p.m in Baltimore City.
- Screen & review potential clients and their applications, documentation, and qualifying factors for participation in the Foreclosure Prevention Program.
- Assist volunteer attorneys at the CPP clinic and contact volunteers to place eligible client cases.
- Develop proficiency using LegalServer case management system, especially with respect to client and volunteer-related data entry and document management.
- Work with attorney staff on client matters.

- Data processing, case management, and correspondence duties relating to the Consumer Protection Project and Foreclosure Prevention Program.
- Other administrative duties as assigned.

Skills:

- Client-centered customer service skills are essential
- Excellent computer, data entry, and organization skills
- Detailed oriented
- A team player
- Strong written and oral communication skills

Experience:

- At least 2 years of administrative, customer service, or legal experience is preferred
- A 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 through work experience, lived experience, or volunteer experience to communities, such as: Children, Domestic workers, Economically disadvantaged people, Immigrants and refugees, Incarcerated and formerly incarcerated people, LGBTQ people, People of color, People with disabilities, People with HIV/AIDS, Sex workers, Victims of crime and abuse, and Women and girls.

Compensation

Salary range is \$38,000 - \$45,000, 35 hours per week, commensurate on experience. MVLS has excellent benefits including: 3 health insurance plans to choose from (MVLS fully covers the monthly premium for 2 of them), dental and vision insurance, a flexible spending plan to reimburse employees with pre-tax dollars for out of pocket medical expenses, group life insurance, accidental death and dismemberment insurance, short and long term disability coverage, a 403(b) retirement plan with a 2% match and the possibility of an additional contribution from MVLS, a monthly commuter stipend equal to the value of an MTA pass, 20 vacation days, 2 personal days, 10 sick days, and 14 paid holidays per year.

Job Location

This position is currently partially remote and partially in office due to the Covid-19 pandemic. When MVLS determines that conditions permit employees to return to the office full time, this will be an in-office position.

How to Apply

- Please email cover letter, resume, and three professional references to mvls@mvslaw.org with the subject line “Consumer Paralegal” Applicants are encouraged to address the core values stated at the top of this job posting in their cover letters.
- Submissions should be received within 4 weeks from when the application is posted.
- Incomplete applications will not be reviewed.
- No telephone calls, please.

This application was posted on June 16, 2022. MVLS generally begins scheduling interviews after the four-week application window has ended. Initial interviews with the hiring committee are scheduled for 45 minutes. For advancing candidates, a second 60-minute interview is held with the hiring committee and the Executive Director. Interview questions are provided in advance. Reference checks are made for final candidates. The interview process generally takes about four weeks.

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.