



**Maryland Volunteer Lawyers Service
Baltimore, Maryland
Tangled Title Paralegal
(Part-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' core values are teamwork, passion for MVLS' 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 Tangled Title Paralegal will support our tangled title program, which focuses on securing and maintaining housing and community stabilization by ensuring that low-income homeowners in Maryland can maintain their housing and successfully pass it on to their next generation.

Job Responsibilities:

- Conduct intake for potential clients with estate administration, estate planning, deed transfer, or other property related matters.
- Screen clients for program and income eligibility.
- Assist Tangled Title Attorneys with organizing and facilitating clinics to help Baltimore City residents stabilize their homes and secure important resources for the long-term ability to remain in their homes.
- Assist Tangled Title Attorneys in conducting outreach and intake for clients on the Eastern Shore with tangled title issues.
- Assist with placement of clients with volunteer attorneys.
- Develop proficiency using LegalServer case management system, especially with respect to client and volunteer-related data entry and document management.
- Work with Tangled Title Attorneys on client matters.
- Assist with development of trainings and resource materials for volunteer attorneys.
- Participate in outreach activities that may include occasional weekend and evening work.

Job Skills & Requirements:

- 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; 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 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 is \$25 per hour at 20 hours per week. The position also includes excellent benefits, including: health insurance including dental and vision insurance (MVLS fully covers the monthly premium), 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, a 401(k) retirement plan with a 3% employer contribution vested after 90 days, a monthly commuter stipend equal to the value of an MTA pass, and leave time including vacation, personal, and sick days.

Job Location -

This position is currently hybrid with two days per week required in office.

How to Apply

- Please email cover letter, resume, and three professional references to mvls@mvslaw.org with the subject line “Tangled Title 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 February 5, 2024. 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.

A COVID vaccination is required.

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.