

## Job Description

**Position Title:**       **Legal Assistant**

**Reports to:**           **Program Director**

**Department:**       **Community Outreach Services**       **Office: Homebase**

**Status:**              **Full Time (Exempt)**

**Summary:**

Performs a variety of paraprofessional duties in the Community-based Homelessness Prevention Program. Incumbents in this classification are expected to possess considerable expertise in legal terminology, procedures, time limits, and alternative dispute resolution techniques as they relate to Housing Court proceedings and landlord-tenant relations in general.

**Duties and Responsibilities:**

1. Works with the Program Director in providing assistance to the case managers in matters related to housing court and landlord/tenant law.
2. Accompanies clients to Housing Court as the agency's representative for the purpose of providing guidance and support to clients.
3. Provides guidance to clients in Housing Court.
4. Provides mediation services to clients who are having problems with their landlords.
5. Provides guidance to clients who are pursuing HP actions in Housing Court, or administrative proceedings in the DHCR.
6. Handle special projects as assigned by the supervisor.
7. Attend Department and Program meetings as directed.

**Supervisory Responsibilities:**

Yes \_\_\_\_\_ No   X   How many people \_\_\_\_\_

**Qualifications:**

**Education and/or experience required:**

1. Juris Doctor's degree or relevant experience in the field, bi-lingual English-Spanish preferred.

**Skills, Licenses, and/or competencies required:**

2. Excellent interpersonal and communication skills; strong organizational and computer literate