



**INDIANA LEGAL SERVICES, INC.**

***Job Announcement***

**PARALEGAL**

**AGENCY DESCRIPTION:** Indiana Legal Services, Inc. (ILS) is a statewide, not-for profit organization that provides free legal services to eligible clients in civil cases through 8 branch offices. ILS is funded by the Legal Services Corporation, Indiana Civil Legal Aid Fund, United Ways, Area Agencies on Aging, and approximately 60 other funding sources.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:** ILS is committed to promoting diversity, multiculturalism, and inclusion and is proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any category protected by law. *We strongly encourage Black, Indigenous, and other applicants of color, people with disabilities, and other people historically underrepresented in the practice of law to apply.*

**LOCATION:** This position is located in the Bloomington office of Indiana Legal Services. ILS is a hybrid work environment that allows remote work.

**POSITION:** A full-time office manager

**JOB SUMMARY:** The Paralegal position for Indiana Legal Services provides support and assistance to attorneys in providing high-quality legal representation and advice to eligible clients. This position includes office manager duties in addition to paralegal duties. Paralegals also assist with outreach, community legal education and client intake.

**RESPONSIBILITIES:**

- Draft pleadings and correspondence under the supervision of an attorney.
- Conduct potential client intake in-house and off-site.
- Conduct legal research.
- Assist attorneys as requested with case handling, client contact and general support, including clerical and administrative tasks.
- Serve as primary case handler on specific cases, where appropriate, working under supervision of an attorney
- Participate in and support the office's Case Acceptance Meetings and processes.
- Conduct outreach and assist with community education and clinics.
- Assist with developing and maintaining community partnerships and collaborations.
- Assist with grant and other reporting and compliance requirements.
- Order, organize and maintain office supplies and ensure office equipment is maintained.
- Maintain and reconcile Client Trust Accounts, petty cash accounts, and any other office bank accounts.
- Serve as office liaison to office landlord, property maintenance workers, vendors, and to ILS IT and ILS administrative office.



- Run office activity and other reports.
- Supervise administrative clerical staff functions.
- Assist with onboarding and training new staff.

**QUALIFICATIONS:**

- Dedicated to the mission of Indiana Legal Services.
- Excellent written and oral communication skills.
- Proficient in Microsoft Word, Excel, and Outlook and able to quickly learn new software.
- Ability to maintain financial accounts and records timely and accurately.
- Ability to organize and handle multiple projects simultaneously.
- Ability to work well with persons with diverse cultural, social and economic backgrounds.
- Ability to maintain client confidentiality.
- Ability to work as a team member and collaborate with others.
- College degree, paralegal certification, and/or 2-3 years of experience working as a paralegal or in a law office is preferred.
- Ability to comply with ILS policies and procedures.

**COMPENSATION:** Starting salary is \$47,428 with a range up to a maximum of \$63,318 depending on experience. ILS offers an excellent fringe benefits package including health insurance (medical, dental, vision, Rx), disability insurance, life insurance, a 401(k) plan, and a flex benefit plan.

**TO APPLY:** Apply online or via email by submitting a letter explaining your interest and experience, your resume, and a list of at least 3 professional references with email addresses and telephone numbers. Applications or questions should be sent to [human.resources@ilsi.net](mailto:human.resources@ilsi.net).