



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, Lilly Endowment 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 LGBTQ, Black, Latino, Indigenous, and other applicants of color, people with disabilities, and other people historically underrepresented to apply.***

LOCATION: This position is located in the Indianapolis office of Indiana Legal Services.

JOB SUMMARY: The Paralegal position for Indiana Legal Services provides support and assistance to attorneys in providing high-quality legal representation and eligible clients. 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.
- Conduct regularly scheduled outreach and assist with community education.
- Assist with developing and maintaining community partnerships and collaborations.
- Assist with grant and other reporting requirements.

QUALIFICATIONS:

- Dedicated to the mission of Indiana Legal Services, which is to use the law to fight poverty and racism, empower clients, and improve access to justice.
- Excellent written and oral communication skills.
- Proficient in Microsoft Word and able to quickly learn new software.
- Ability to multi-task 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 experience working in a law office is preferred.

COMPENSATION: The starting salary for the paralegal position is \$39,722 with a range up to a maximum of \$52,724 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: Please submit a resume and a list of 3 references with email addresses and telephone numbers through our online job postings or by email to human.resources@ilsi.net.