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## **JOB ANNOUNCEMENT**

### **Paralegal Children's Rights Project (CRP)**

Public Counsel's Children's Rights Project (CRP) seeks a full-time, bilingual (Spanish/English) paralegal to join our guardianship program, which runs a *pro per* clinic at the Stanley Mosk courthouse in downtown Los Angeles to help litigants with probate court guardianship matters.

### **ORGANIZATIONAL BACKGROUND**

Public Counsel is the largest *pro bono* public interest law firm in the country. Founded in 1970, it is dedicated to advancing equal justice under law and addressing economic, racial, and other inequities by delivering free legal and social services to the most vulnerable members of our community. Public Counsel operates eight legal projects: Children's Rights, Community Development, Consumer Rights, Homelessness Prevention, Immigrants' Rights, Veterans' Rights, the Audrey Irmas Project for Women & Girls' Rights, and our impact litigation project, Opportunity Under Law. Public Counsel has a full-time staff of over 130. We seek to have a racially inclusive staff.

Public Counsel's Children's Rights Project (CRP) serves children and their caregivers on a variety of legal issues, including education, probate legal guardianship, public benefits, and adoption. The Guardianship team is part of the larger Children's Rights Project.

### **PROJECT DESCRIPTION**

Public Counsel's Guardianship Project operates a free self-help legal clinic at the Stanley Mosk courthouse three days each week. The clinic assists up to 40 in *pro per* litigants each day. Litigants come to our clinic to seek assistance with initial guardianship petitions and petitions for visitation or to terminate already established guardianships. The team also supports families involved in guardianships with referrals to social services.

## **JOB DESCRIPTION**

The paralegal will work at the Guardianship Clinic located in downtown Los Angeles from 9 am to 5:30 pm on Monday through Wednesday, and work from the Public Counsel main office on Thursdays and Fridays. At the guardianship clinic, the paralegal will work under attorney supervision at a busy self-help guardianship clinic assisting pro per litigants in preparing their guardianship paperwork. These tasks will be performed in a very busy and often emotional environment.

The paralegal will also perform administrative tasks related to grant reporting, data tracking, and other requirements. The paralegal will recruit, train, and help supervise guardianship clinic volunteers. The paralegal will also develop and update project materials in English and Spanish, and will help in developing a community education program.

## **ESSENTIAL JOB SKILLS AND ABILITIES REQUIRED**

- Paralegal certificate or BA degree and a minimum of 1 year relevant paralegal experience under the supervision of a California lawyer required;
- Prior guardianship or family law experience in non-profit setting preferred;
- Ability to work well under pressure and to be a self-starter;
- Excellent organizational skills: ability to be detail-oriented, multi-task, set priorities, and work independently, but in close coordination with other staff;
- Strong writing skills preferred;
- Experience working with individuals of diverse cultural, geographic, and economic backgrounds including individuals with a history of military service, trauma, or criminal records;
- Ability to communicate in an empathetic and professional manner with supervisor, team members, and litigants;
- Fluency in Spanish required; and
- Commitment to social justice and the mission of Public Counsel.

## **START DATE AND COMPENSATION**

This position is available immediately. The Guardianship Clinic Paralegal is a full-time, non-exempt position. Salary is commensurate with experience. Excellent benefits.

## **APPLICATION DEADLINE**

Continuous until position is filled.

## **TO APPLY**

Please e-mail a cover letter and resume to:  
Sharon Balmer Cartagena, Directing Attorney  
Children's Rights Project  
Public Counsel  
610 S. Ardmore Avenue  
Los Angeles, CA 90005  
Fax: 213/201-4755  
Email: [crpjob@publiccounsel.org](mailto:crpjob@publiccounsel.org)

*No phone calls please.*

*Public Counsel is an Equal Opportunity Employer*

*All qualified applicants shall receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, gender identity or sexual orientation, in accordance with requirements of Federal and State laws.*

*All qualified applicants with criminal histories will be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.*