

July 30, 2024

POSITION AVAILABLE: Paralegal in the Foreclosure Defense Unit

OVERVIEW: For more than 50 years, Nassau Suffolk Law Services (NSLS) has been providing free, high quality legal counsel in civil matters when basic human needs are at stake including: eviction and foreclosure prevention, income maintenance, disability, elder law, healthcare, consumer fraud and more. As the only provider of comprehensive civil legal services on Long Island, our services support thousands of poor and low-income families and individuals who cannot afford an attorney. With the gap separating those who can and cannot afford legal representation widening each day, we work to ensure that everyone has equal access to justice, regardless of their ability to pay. NSLS has a staff of nearly one hundred employees situated in three offices across Long Island.

OFFICE LOCATION: Suffolk County (Islandia Office) or Suffolk County (Riverhead Office).

DUTIES: Seeking a paralegal to support a staff attorney for a multi-faceted foreclosure defense project, encompassing litigation, community education, and a clinic structure utilizing volunteers. The clinic will offer advice and counsel, as well as assisting those representing themselves to go through the basic steps, such as filing an answer, necessary to avoid default and assert any defenses that appear viable. Clinic development will involve working with local stakeholders, such as bar associations and law schools. The attorney will be working with our present Pro Bono Unit, and will be assigned a paralegal, which will allow the attorney to handle a limited caseload of their own, focusing on cases that are both challenging and have a realistic possibility of a positive outcome. The goal is to maintain housing for individual families while helping to stabilize challenged communities by preventing displacement of lower-income residents. The position also involves record-keeping, data entry and data analysis, as well as such other tasks as may become necessary.

START DATE: Immediate

SALARY: \$43,558-\$53,058, DOE, union scale, **BENEFITS:** Medical, Dental, Vision, Life Insurance, Long Term Disability (100% of the premium covered by employer), 403b with defined contribution, Student Loan Reimbursement (amount subject to collective beginning agreement) at 1 year anniversary.

REQUIREMENTS: Paralegal training or college degree or appropriate prior experience; Excellent oral communication and writing skills; Proficiency in Microsoft Word, Outlook; Strong attention to detail and organizational ability to prioritize and multi-task; Demonstrated commitment to the goals and clients of the legal services program; Bilingual proficiency in English and Spanish preferred.

Interested applicants should submit a cover letter and resume to:

Stephanie Buckheit, HR Manager
Nassau/Suffolk Law Services 1757 Veterans Highway, Suite 50
Islandia, N.Y. 11749
sbuckheit@nsls.legal

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