



**JOB DESCRIPTION**  
**PARALEGAL**  
(40 Hours)

**GENERAL SUMMARY:** WC&S is a comprehensive domestic violence program serving over 7,500 adult and child survivors of domestic violence annually & facilitating intervention groups to over 300 men who batter. All staff learn about and support the organization's mission, guiding principles, and values, as well as the tenets of Women's Center Business System (WCBS), and are sensitive to cultural and workplace harmony and infusing principles of Sanctuary (a model for providing trauma-informed care) into their daily interactions with clients and co-workers.

**SUMMARY:** Provides general assistance to Attorneys in the Women's Center and Shelter Civil Law Project ("CLP") as they represent clients.

**REPORTS TO:** Legal Advocacy Coordinator & Supervising Attorney

**RESPONSIBILITIES:**

- Interviews clients and assists attorneys in court preparation and client representation in Protection from Abuse and other family law matters.
- Communicates regularly with clients, witnesses, opposing parties, opposing counsel, the courts, law enforcement, and community agencies.
- Serves as a liaison between attorneys and clients as needed.
- Drafts correspondence, pleadings, and other legal documents.
- Summarizes depositions, discovery, and case files.
- Conducts legal and factual research for the attorneys.
- Participates in case management meetings.
- Records client information and client work in the CLP database.
- Conducts docket/records searches.
- Files and delivers court pleadings.
- Meets regularly with Supervising Attorney to review, receive and prioritize tasks and discuss issues/problems related to Legal Office
- Assures that justice, autonomy, restoration and safety ("JARS") is utilized in department activities.
- Represents WC&S to the public.
- Participates in agency-wide meetings and trainings.
- Performs other duties as assigned by supervisor.

**QUALIFICATIONS:**

- Paralegal certificate or certification eligible
- Minimum B.S. or equivalent experience
- Effective oral and written communication skills
- Interview skills

- Organizational skills
- Ability to work with diverse populations
- Sensitive to domestic violence and cultural diversity issues
- Ability to work independently and as a team member
- Working knowledge of Microsoft Office Windows, Outlook, Word, and Excel
- FBI and Act 33/34 clearances

**Salary Grade B: \$31,046 - \$46,567**

Non-Exempt Status

**Starting salary commensurate with experience, plus excellent benefits.**

Women's Center & Shelter is an equal opportunity employer and is committed to ensuring that both applicants and employees are treated without discrimination on the basis of race, color, gender identity expression, national origin, age, religion, disability status, sexual orientation/identity, citizenship status, veteran status, marital status or any other protected characteristic.

Nothing in this job description restricts management's right to assign and reassign duties and responsibilities to this job at any time.

Applicants must send a cover letter and resume to Sabrina Korbel at [korbels@wcspittsburgh.org](mailto:korbels@wcspittsburgh.org) by May 24, 2019.