



HISCOCK LEGAL AID SOCIETY

PROMOTING JUSTICE FOR ALL SINCE 1949

CIVIL PROGRAM LAW ASSISTANT

About Hiscock Legal Aid: Hiscock Legal Aid (HLA), founded in 1949, is a non-profit agency located in Syracuse, New York and is the primary provider of legal services to low-income individuals in Central New York. HLA has approximately 80 employees and promotes the right of every person to equal justice under the law by providing high-quality legal assistance to individuals and families in need. For more information, please visit www.hlalaw.org.

About the Position: HLA seeks a paralegal/law assistant to join our Civil Program to provide support to our attorneys who represent clients in a variety of legal matters, including divorces, family law, housing, and unemployment cases. The paralegal/law assistant will be expected to, among other tasks, complete client screenings and intakes, draft correspondence and other documents, assist with scheduling, and help schedule and track outreach and trainings in the community. This position presents a unique opportunity to join a collaborative office working to provide high-quality legal services to people in need.

Required Qualifications: Paralegal Degree, Bachelor's Degree, or equivalent work experience in a legal office. Strong organizational and interpersonal skills. Proficient in Word, Excel, Access, and/or other database software. Strong attention to detail. Ability to work both independently and as part of a team.

Preferred Qualifications: Diverse economic, social, and/or cultural experiences.

Hourly Wage: Starting at \$17.00/hour, increases depending on experience.

Benefits: Excellent fringe benefits including generous leave, health, dental, and optical insurance, 401(k) retirement plan, and a great work environment.

Start Date: As soon as mutually agreeable.

Application Instructions: Applicants should submit a cover letter, resume, and list of three references to Gregory W. Dewan, Executive Director, at hire@hlalaw.org.

Hiscock Legal Aid is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply.