Crime Victims Legal Assistance Paralegal

YONKERS, NY - FULL TIME, NON-EXEMPT POSITION

Empire Justice Center, a highly respected, statewide legal services organization, is seeking a Crime Victims Paralegal to join our team. The Crime Victims Paralegal will be a critical member of a newly created Crime Victims Advocacy Project. The aim of this project is to provide civil (non-criminal) legal assistance in a range of substantive law matters to crime victims.

The Empire Justice Crime Victims team will include staff in Yonkers, Rochester and Central Islip. The paralegal in Yonkers will support the Yonkers Crime Victim Immigration Attorney and the focus of the work will be on Immigrant Victims of Crime.

Each Crime Victims paralegal will act as part of the overall statewide team, participating in client representation, community outreach, required data reporting and assessments. Each paralegal will be supervised by the Crime Victims Attorney in their office.

PRIMARY RESPONSIBILITIES OF THE CRIME VICTIMS PARALEGAL WILL INCLUDE:

- Conducting intake for immigrant victims of crime seeking legal assistance, being prompt in returning client telephone calls or emails and tracking documents and ensuring case management systems are appropriately utilized and individual case data is up to date on all clients
- Participating as requested in the overall Crime Victims Legal Network (CVLN) and ensuring that all referrals from CVLN are handled promptly and appropriately
- Assisting the Attorney with cases that involve Immigrant Victims of Crimes, including but not limited to: U-Visa applications, Violence Against Women Act (VAWA) self-petitions, administrative appeals, Removal proceedings and appeals
- Making appropriate referrals as needed for crime victims seeking services not provided by Empire Justice
- Under the supervision of the Crime Victims attorney, assisting in the representation of clients
- Completing all work in a timely manner, meeting or exceeding caseload targets required by grant sources
- Working with community groups, conducting outreach on the availability of services and helping to develop and distribute community education materials.
• Developing an thorough understanding of Crime Victims project and the
general requirements for grant reporting
• Actively participating in the overall Crime Victims Project team and the work of the
overall Practice Group as assigned and to otherwise be an active member of the
organization
• Other duties as assigned

REQUIRED QUALIFICATIONS
• Demonstrated commitment to providing civil legal assistance to those in need
• A highly motivated individual interested in assisting victims of crime
• Excellent written and oral communication skills
• Ability to organize, plan, prioritize, meet deadlines, and work under pressure
• Flexibility and experience working as a team
• Ability to respond to cultural differences among organizations, client population, and
staff.

DESIRED SKILLS AND QUALIFICATIONS
• Bi-lingual in Spanish required
• Depending on location and focus (as noted above), working knowledge of immigration,
consumer, employment and/or family law
• Strong client communication skills including learning to deal with “difficult” clients
• Be experienced in interviewing and counseling clients, preferably in both English and
Spanish
• Be willing and able to travel to serve clients in a geographically wide-spread area
• To work well both independently and as a member of a team of attorneys, paralegals,
and support staff

SALARY AND BENEFITS
Salary is commensurate with experience and based on the organization's salary scale. Empire
Justice Center offers a generous benefits package, including health insurance, pension and life
insurance, vacation, holiday, personal and sick time. We are an organization that supports and
encourages a work/life balance.

Empire Justice Center is an Equal Opportunity/Affirmative Action employer and desires a
diverse work force. People of color, women, persons with disabilities, persons who are elderly,
gay, lesbian, bisexual and transgender are welcomed and encouraged to apply.

TO APPLY:
Applications will be accepted until the position is filled. If interested e-mail a cover letter,
resume, writing sample and three professional references to; employment@empirejustice.org
please include, Crime Victims Paralegal Yonkers, First/Last Name to the subject line of the
email. No phone calls or hard copies please. Incomplete applications will not be considered.

Crime Victims Paralegal
employment@empirejustice.org