



Now Hiring- Family Law Paralegal in Nashville

Salary: \$35,759- \$39,102 per year



Job Summary



Who Are We Looking For

The paralegal will provide case management assistance to multiple Family Law Attorneys by:

- Primarily working with victims of Domestic Violence, Sexual Assault, and Stalking.
- Interviewing clients and conducting preliminary research.
- Preparing legal documents.
- File Maintenance.
- Maintaining positive working relationships with community agencies and the courts.
- Compiling and organizing data for reports. conducting intakes.

The ideal candidate will have:

- Minimum of Associate's Degree or Paralegal certification.
- Minimum of 2 years experience working in a law office, court, social service agency, or other relevant setting.
- High Emotional intelligence and empathy for victims.
- Fluency in written and spoken Spanish a plus.
- Effective oral and written communication skills.
- Experience with Microsoft Office suite and ability to pick up new technology.

How to Apply

Email cover letter, resumé, and three references (with email addresses and phone numbers) in PDF format to our Hiring Manager at hr@las.org. **Subject line should read: re: Nashville Family Law Paralegal**

Who We Are

Legal Aid Society's mission is to advance, defend and enforce the legal rights of low income and vulnerable people in order to secure for them the basic necessities of life. Our staff includes national authorities in the fields of domestic violence, housing, consumer law, federal income taxation, health advocacy, nonprofit group representation, social security and special education.

At Legal Aid Society, we...

Celebrate diversity and are committed to creating an inclusive environment for all employees.

Demonstrate a commitment to the principles of equal justice and advocacy for low-income people. Treat clients, staff and the public with dignity and respect.

Appreciate the experiences and needs of people of diverse economic, social, and cultural backgrounds. Demonstrate a personal sense of integrity.



Learn more about us at las.org

Clarksville · Columbia · Cookeville · Gallatin · Murfreesboro · Nashville · Oak Ridge · Tullahoma