



## LEGAL AID SOCIETY OF MIDDLE TENNESSEE AND THE CUMBERLANDS

### Now Hiring - Office Manager/Paralegal

**Salary: \$41,000-\$46,500 per year**

**Location: Gallatin, TN**

The Office Manager/Paralegal will work at our Gallatin office location. Duties include, but are not limited to: conducting client intake and interviews, assisting case handlers with preparing legal documents, researching, helping with trial prep, and conducting outreach events. Duties also include administrative tasks such as greeting walk-in guests, handling phone calls, sorting and preparing mail, and the coordination of inventory, equipment, and maintenance. This position is funded in part by, and in collaboration with, one or more grants. This position is funded for the duration of the grant and subsequent renewal may result in modification of job duties and responsibilities.

#### **Responsibilities include:**

- Prepare affidavits, legal correspondence and other documents for review by case handlers.
- Assist in trial preparation by organizing exhibits and attending court primarily in Williamson and Davidson County.
- Promptly and accurately assist case handlers with client meetings, research, case management, filings and other tasks.
- Assist in planning outreach events and in-office trainings.
- Troubleshoot facility and office operations issues.
- Maintain community education materials.

#### **Qualifications:**

- Minimum High School diploma or GED. Associates degree or Paralegal certificate preferred.
- 2 years prior experience working in a law office, court, social service agency, or other relevant setting.
- Experience working with low income persons.
- Basic proficiency in Windows and Microsoft Outlook, Word and Excel software.
- Effective oral and written communication skills, including in client interviews and helping persons in crisis.
- Proficiency in use of office equipment (copiers, scanners, facsimile, postage machine, etc.).
- Smart and coachable with a high degree of initiative and emotional intelligence.
- Fluency in written and spoken Spanish is a plus.

#### **Benefits**

Health, Dental, and Vision Insurance coverage first day of employment. Life Insurance, Healthcare Savings Account, Public Service Loan Forgiveness eligible, 401k plan, Vacation/Sick/Holiday Leave.

#### **How to Apply**

Email cover letter, resume, and three references (with email addresses and phone numbers) to our Hiring Manager at [hr@las.org](mailto:hr@las.org). Subject line should read: Family Law Paralegal. LASMTC is an equal opportunity employer and strongly encourages applications from people of color, people with disabilities, women, LBGTQIA+, and gender non-conforming applicants.

#### **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, non-profit group representation, social security, and special education.

**[Learn more about us at las.org](http://las.org)**

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

Apply as soon as possible. Legal Aid Society of Middle Tennessee and the Cumberlandands provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.