

- Oklahoma (18 Offices)
- Full Time
- 250-300 employees | Civil Legal Services

A LASO Paralegal is a passionate individual, driven to assist in righting wrongs. This position may be responsible for conducting intake and investigating client issues, legal research, drafting documents, making community education presentations, and/or acting as an advocate, as permitted by law. All work performed is under the supervision of a licensed attorney.

**GENERAL RESPONSIBILITIES.** Some variances may be present due to differences in office and staffing size:

- Interview clients.
- Provide legal assistance on behalf of clients, including advice, informal advocacy or negotiation, and formal advocacy in allowable forums – as permitted by law where no license is required,
- Relay advice or other assistance to clients or facilitate the referral of clients to other legal services programs or other resources, including acting as liaison – as directed or reviewed by a supervising or other licensed attorney
- Prepare legal documents and other correspondence as needed.
- Assist in training and/or cross-training of other staff members or volunteers.
- Attend training in relevant substantive and procedural law areas.
- Conduct legal research and investigations.
- Prepare reports as required by LASO, LSC, or other relevant funders, such as Title III area aging agencies.
- As needed, conduct home visits/see clients in nursing homes or other facilities when they are unable to travel to the office for service.
- Conduct community education programs for client groups on their rights, services provided by the program, and other resources within the justice community.
- Attend LASO Task Force and other program meetings, including serving on statewide committees and participating as needed in state planning.
- Promote the program's efforts to involve the private bar in delivering services to eligible clients or providing other resources.
- Embrace and support LASO's overall mission and uphold all standards, policies, grant requirements, procedures and confidentiality guidelines.

**PHYSICAL REQUIREMENTS.** This work is sedentary and requires the following physical activities:

- Sitting for long periods of time, as well as occasional bending, squatting, kneeling, stooping;
- The ability to speak and hearing, or the ability to perform essential job functions with reasonable accommodation;
- Lifting (up to 25 lbs.);
- Reimbursed travel to client locations and other sites as needed.

**WORKING CONDITIONS:** Standard office environment.

**Please Note:** These statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibility, duties, and/or skills required of employees in this position.

**WORK HOURS & BENEFITS.** At LASO, we take care of our people! Our offices are open to serve our clients from 8:30 am to 5:00 pm, Monday through Friday.

We offer 13 paid annual holidays in addition to accrued paid time off (vacation, health and personal leave), parental leave, Summer and Fall Fridays, and leave for bereavement, election, jury duty/witness, leave under USERRA (military). LASO facilitates remote work as necessary to employees in this position.

In addition to a base salary, a LASO Paralegal also receives an excellent benefits package, including:

- Health Insurance
- Dental Insurance
- Long-term Disability Insurance
- Life Insurance
- Accidental Death & Dismemberment
- Retirement Pension
- Flexible 125 Cafeteria Plan
- School Loan Repayment Assistance
- Professional Dues

**EDUCATION AND EXPERIENCE.** High School diploma (or equivalent). Previous paralegal experience, certification in paralegal studies, or other law or related studies preferred. Knowledge of operations, practices and procedures of relevant courts/administrative agencies, and legal research is preferred.

**Submit Your Resume/Apply Today:** [www.legalaidok.org/employment/](http://www.legalaidok.org/employment/)

#### **ABOUT THE COMPANY**

Legal Aid Services of Oklahoma, Inc. (“LASO”) is a non-profit, 501(c)(3) organization that provides civil legal assistance to low-income persons throughout Oklahoma.

**Our Mission:** *To be a partner in the community making equal justice for all a reality.*