

Crossroads Safehouse, Inc.

**Title:** Paralegal / Legal Administrative Assistant

**FLSA Status:** Non-Exempt

**Classification:** Full-time

**Purpose:**

Provides administrative support for the legal program, *Bringing Justice Home* Project (BJH) at Crossroads Safehouse. This position is responsible for general office duties; data entry; assisting with funding accountability reports; client intake; and litigation support to attorneys as needed.

**Supervision Received and Exercised:**

Reports to Managing Attorney; has no supervisory role

**Hours:**

BJH operates its office at Crossroads Safehouse. The Project's offices are staffed Monday through Friday, 8:30 a.m. to 5:00 p.m. ***Majority of work is performed remotely at this time due to the COVID-19 pandemic.***

**Essential Functions of the BJH Paralegal / Legal Administrative Assistant:**

- Primary function: interview and screen victims of domestic violence for eligibility for legal services
- Assists in all aspects of litigation such as document management, drafting of pleadings and correspondence, client communication, filing court documents, calendaring deadlines, etc.
- Assists with state and federal grant administration and preparation
- Schedules meetings with partner organizations, clients, witnesses, etc.
- Updates brochures/publications and oversees distribution
- Assists with procurement of office supplies
- Assists with filing, office organization, research, and other projects
- Performs other related duties as assigned by the managing and staff attorneys

**Qualifications**

- Working knowledge of MS Office Suite, Adobe Acrobat Pro, Outlook, Teams, Zoom
- Excellent verbal and written communication skills, detail- and organization-oriented personality
- Capable of comprehending and fostering client confidentiality
- Familiarity with dynamics of domestic violence
- Experience with family law is highly desirable
- Spanish-speaking preferred
- Ability to identify and respond to shifting priorities
- Sensitive to the needs of low-income victims of domestic violence, sexual assault, and stalking
- Working knowledge of Colorado Rules of Civil Procedure and Colorado Rules of Professional Responsibility

**Experience and Training:**

- Two to Four years' experience as a paralegal, legal administrative assistant, or ABA approved paralegal certificate/degree
- Determination to cultivate this position for a number of years a plus

**To Apply:**

Only qualified applicants should apply. Accepting electronic applications only. Send cover letter, resume and three employment references to [employment@crossroadssafehouse.org](mailto:employment@crossroadssafehouse.org). No phone calls.

Crossroads Safehouse is an equal opportunity/affirmative action employer and complies with all applicable Federal and Colorado State laws, regulations, and executive orders in the provision of programs and services. *No person in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of Title 18, United States Code, sexual orientation, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or employment of Crossroads Safehouse.*