



## **Paralegal– Flemington Office (Hunterdon County)**

Legal Services of Northwest Jersey (LSNWJ) seeks one dedicated full-time Paralegal to join our team in our Flemington office.

LSNWJ provides free civil legal services to individuals and families with limited income across Morris, Hunterdon, Somerset, Sussex, and Warren counties. Our attorneys advocate on behalf of vulnerable communities in critical civil legal matters, including family law, unemployment, housing, consumer protection, public benefits, healthcare access, and elder law.

Paralegals at LSNWJ support staff attorneys across multiple practice areas, contributing to meaningful, client-centered legal work. The role offers diverse responsibilities, collaboration with experienced colleagues, and ongoing training and support.

### **Primary Responsibilities:**

- Provides assistance to the extent permitted under law under the supervision of an attorney to LSNWJ clients
- Interviews clients and ascertains substantive elements of a client’s problem.
- Conducts legal and factual research and discovery, and obtains expert assistance as required.
- Prepares, files and serves legal pleadings and supporting documents; memorandums of law; life planning documents; subpoenas; correspondence to clients, adversaries and the court; and other documents as may be requested by the attorney.
- Communicates with clients, the court and others at the direction of and on behalf of the responsible attorney.
- Conducts applicant screening and intake.
- Maintains contact with clients, courts, judges, opposing counsel, and others and is responsible for scheduling meeting arrangements and maintaining calendars
- Participates in committees, task forces, and working groups.
- Works with members of the private bar as may be necessary or desirable in connection with LSNWJ’s Pro Bono Program.
- Performs such other duties as may reasonably be requested.

### **Preferred Qualifications:**

- Paralegal certificate or Associate’s degree in paralegal/legal studies with 1–2 years of experience, or a Bachelor’s degree.
- Relevant work experience may substitute for formal education (e.g., 4+ years in a related role).
- Working knowledge and understanding of and strict adherence to the Rules of Professional Conduct.
- Strong technical skills with the ability to learn and adapt to platforms such as e-signature tools, Microsoft Office, Adobe, Zoom, and Legal Server.
- Ability to work collaboratively and maintain positive working relationships in a team environment.

- Strong analytical, written, and oral communication skills.
- Knowledge of and adherence to applicable regulations, ethics, policies, and procedures governing legal services.
- Demonstrated commitment to public interest.
- Bilingual in English-Spanish is a plus.

**Physical Requirements:**

- Ability to perform prolonged periods of desk work and computer-based tasks.
- Ability to lift and carry up to 15 pounds as needed.
- Ability to move throughout and access the organization's office spaces to perform job duties.
- Ability to attend court hearings and related proceedings in accordance with court requirements.

*\*LSNWJ will provide reasonable accommodations to qualified individuals with disabilities in accordance with applicable federal and New Jersey law.*

**What We Offer:**

- Ongoing professional training opportunities.
- Supportive team of legal services attorneys and staff.
- Hybrid work schedule available after the introductory period, consistent with LSNWJ policy.
- Comprehensive benefits package.
- Public Service Loan Forgiveness (PSLF) program eligibility.

**Salary:** \$43,700 to \$69,500 annually, commensurate with experience, along with a comprehensive benefits package.

**To Apply:** Interested candidates should submit a resume, cover letter, and references to Nana A. Osafo, [nosafo@lsnj.org](mailto:nosafo@lsnj.org). Applications will be reviewed on a rolling basis, and the position will remain open until filled. Immediate availability is preferred.

*Legal Services of Northwest Jersey is an equal opportunity employer, including disability and protected veteran status, and encourages applications from individuals of all backgrounds.*