



Bilingual Legal Assistant/Screenener

Job Posting

Pisgah Legal Services is a community-based non-profit corporation governed by a local Board of Directors. PLS has an annual budget of \$8 million from a multitude of funding sources. Located in the Blue Ridge Mountains of Western North Carolina, Pisgah Legal Services (PLS) provides free civil legal assistance to low-income people in western North Carolina. PLS has offices in Asheville, Avery, Burnsville, Hendersonville, Rutherfordton, Brevard, Highlands/Cashiers and Marshall. With a dedicated staff of ninety-six, including thirty-four attorneys plus supporting staff, and an active pro bono panel of 300 private attorneys, the program provides free services to more than 20,000 people per year to meet their basic needs, primarily in the poverty law areas of housing, public benefits, domestic violence prevention, health care, immigration, and consumer law.

PLS seeks a full-time Bilingual Legal Assistant/Screenener for the Domestic and Sexual Violence Prevention Program (DSVPP). The DSVPP team helps victims in all our service areas to escape domestic and sexual violence, child abuse, and hate crimes, and to live independent of their abusers. This position will help identify holistic services available to clients including initial protection orders as well as family law remedies and other supportive services.

Passion for promoting justice and overcoming barriers facing low-income people, being a creative and zealous staff member and a team-player, and a demonstrated commitment to achieving lasting results for clients and low-income communities are all important.

Responsibilities

- Commitment to PLS' mission, values, and vision.
- Screen clients for eligibility.
- Prepare and edit legal documents.
- Conduct client interviews with a trauma-informed approach.
- Provide general administrative and legal assistance support to attorneys to assist in case development.
- Scheduling and meeting preparation.
- Travel within the PLS service area and to meetings or conferences in other parts of NC.
- Adhere to program priorities and case handling policies, procedures, and standards of practice, as well as the highest professional and ethical standards.
- English/Spanish interpreting and translating as needed.
- Work with volunteers and PLS Development Team.
- Adhere to program priorities and case handling policies, procedures, and standards of practice, as well as the highest professional and ethical standards.

Qualifications

- Passion for and commitment to PLS' mission, values, and vision.
- Associate degree/ Bachelor's degree preferred or equivalent experience
- Demonstrated skills at socio-economic and cultural sensitivity and the ability to work with someone who is angry, upset, or ill.
- Excellent written and verbal communication skills, with attention to detail.
- Strong interpersonal skills and the ability to work well with teams and independently.
- Basic computer skills with proficiency in Microsoft Word and Excel.

Fluency in English and Spanish (verbal & written) required. Excellent verbal and written communication skills in English and Spanish is critical. Ability to interpret and translate from English-to-Spanish and from Spanish-to-English. Ability to read and interpret legal documents.

Salary/ Benefits

Salary ranges from \$31,120 – \$48,339 depending on experience. Excellent fringe benefits, including 401(k) retirement plan, as well as life, health, and disability insurance.

To Apply

E-mail resumé and cover letter describing relevant experience to employment@pisgahlegal.org. PLS invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

Pisgah Legal Services is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.