



Paralegal / Legal Assistant to Support Holistic Defense Attorneys for Youth and Emerging Adults Job Description

Description of Organization

Lawndale Christian Legal Center (“LCLC”) is the only organization in Chicago where lawyers and social services work together to support justice involved youth right in their own neighborhood. Founded in 2010, LCLC’s unique model of community-based holistic legal services serves youth and emerging adults, ages 24 and younger, in the Lawndale area. LCLC integrates criminal defense legal representation with social services such as intensive case management, outreach, mentoring, detention reduction programming, workforce development, and housing. LCLC is the only community-based legal defense organization that serves youth holistically through the termination of their sentence and after their case is over. To provide the holistic care our youth need, we have built grassroots relationships with residents, service providers, and other stakeholders in the community through a local collaboration we initiated called the North Lawndale Community Restorative Justice Hub. Through community-based holistic care, we envision a North Lawndale community where disconnected, street-involved youth are embraced by their families and community, restored from trauma, empowered to lead, and free from the criminal justice system. More information on LCLC can be found at www.lclc.net.

Job Description

LCLC seeks a skilled and energetic Paralegal/Legal Assistant who is committed to social and criminal justice reform. The Paralegal/Legal Assistant works directly with the legal team, providing support for 6-9 attorneys with juvenile and criminal defense caseloads. This person will report directly to the Litigation Director. This is a full time position, which can begin April 1, 2018.

Responsibilities include:

- Collaborating with attorneys to develop and maintain case management system, including: maintaining physical and electronic files, including scanning and “bates stamping” records; managing discovery and records logs; and entering client and case data into electronic database
- Drafting standard motions and appearance forms
- Preparing and serving subpoenas
- Preparing cover letters and other correspondence
- Answering and responding to telephone inquiries
- Assisting with filing pleadings in adult and juvenile court
- Transcribing video and audio files
- Facilitating community and lawyer training sessions

Qualifications and Requirements:

- 3 years of experience as a paralegal or legal assistant
- Paralegal certification or Bachelor’s degree preferred
- Demonstrated administrative and organizational skills
- Passion for social justice, particularly as related to the criminal justice system
- Familiarity with urban settings
- Ability to work in teams and independently
- Ability to take direction
- Strong interpersonal and communication skills

- Ability to work effectively with a diverse staff, clients, and community partners.
- Proficiency in Microsoft Word, Excel, and PowerPoint, Adobe Acrobat Pro
- Individuals from, or with connections to, North Lawndale or adjacent neighborhoods will be given special consideration
- Valid driver's license, car, and proof of insurance required
- Willingness to live in North Lawndale preferred
- Minorities are encouraged to apply

Application: Please submit a cover letter, resume, and a list of three references to: Cathryn Crawford, Litigation Director, at ccrawford@lcl.net. Include position title in email subject.