

LEGAL AID OF SOUTHEASTERN PENNSYLVANIA  
JOB ANNOUNCEMENT  
PARALEGAL – COMMUNITY ENGAGEMENT UNIT,  
NORRISTOWN (NEW01222026)

**SUMMARY**

Legal Aid of Southeastern PA (“LASP”) seeks a full-time Paralegal to support the Community Engagement Unit, which is located in Norristown, PA. In 2024, Pennsylvania expanded one of the most progressive Clean Slate laws in the nation. This position will inform communities about record clearing laws through outreach in LASP’s service area and will support attorneys who are filing requests to clear criminal records in courts and administrative agencies. Cases handled will include expungements, pardons, limited access petitions, criminal record error corrections, and waiver of court debt. The paralegal may also focus on reentry issues for those recently released or about to be released from incarceration.

LASP’s Community Engagement Unit serves Bucks, Chester, Delaware, and Montgomery Counties. The position is full-time. The Paralegal must be a team player, willing to handle a variety of duties as needed. Proficiency in Microsoft Word and Excel and experience with case management systems or an ability to quickly learn these and other computer skills are desirable. Staff currently work on a hybrid basis. The successful candidate will be expected to perform in-office work, be able to work remotely as needed, file and attend hearings in-person as needed throughout Bucks, Chester, Delaware, and Montgomery Counties, and support LASP’s in-person outreach efforts throughout LASP’s service area.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**, working under the supervision and guidance of program attorneys, include the following:

1. Interview prospective clients by phone or in person, investigate facts, and conduct legal research to assist with determination of the level of service to be provided to the client;
2. Under the supervision of the Community Engagement Supervising Attorney, provide advice and counsel to clients, conduct brief services to address client needs and obtain information through letter writing, e-mail, and telephone calls; prepare legal documents which may include pleadings and petitions, affidavits, declarations, motions, memoranda, briefs, discovery requests, and documents responsive to discovery requests;
3. File documents in court;

4. Create and maintain case files in LASP's computer case management system pursuant to LASP standards, complete administrative tasks including, but not limited to, entering notes into the case management system;
5. Organize information and use technical resources so that information necessary to assist applicants and clients is easy to access and can be transferred to other staff for extended representation;
6. Assist program attorneys in the preparation of witnesses, evidence, and exhibits for hearings and trials;
7. Assist in efforts to promote pro bono service by maintaining pro bono cases in LASP's case management system and support pro bono attorneys by organizing information and managing client needs;
8. Conduct outreach, clinics, community education, and workshops;
9. Maintain awareness of community resources of benefit to LASP's clients;
10. Engage in LASP team efforts to achieve office and program goals, including participation in program-wide affinity groups and task forces;
11. Ensure compliance with requirements of grants and contracts which may provide funding for the position; assist with contract and grant reports, and keep detailed contemporaneous time records;
12. Develop skills and substantive knowledge through training, CLE, and other educational opportunities;
13. Maintain a trauma-informed environment and stay current on developments in priority service areas;
14. Abide by all applicable professional standards of ethics and practice; and
15. Perform other duties and responsibilities as assigned.

**SUPERVISOR:** Community Engagement Supervising Attorney.

**QUALIFICATIONS:** Associate or bachelor's degree. At least 2 years' experience as a paralegal or related experience and/or training. Demonstrated proficiency in computer technology, including Microsoft products (particularly Word and Excel), electronic mail, record and timekeeping software, routine database activity, word processing, spreadsheet, graphics, etc. Excellent communication, time management and organization skills. Spanish language fluency is helpful.

**COMPENSATION AND BENEFITS:** Base salary for a paralegal starts at \$44,000, but salary is commensurate with experience. Excellent benefits, including a 401K retirement plan with generous employer contributions, health insurance option in which 100% of premium costs are provided, ancillary benefits, and generous leave provisions including paid holidays, floating holidays, personal leave, vacation, sick, and parental leave.

LASP is an equal opportunity employer and will not discriminate in the recruitment, selection, or advancement of employees on the basis of race, color, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information or on any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within LASP, including hiring, recruitment, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. LASP makes hiring decisions based solely on qualifications, merit, and business needs at the time.

**TO APPLY:** Send resume and cover letter including the job title (Community Engagement Unit Paralegal) to Carolyn Johnson at Legal Aid of Southeastern Pennsylvania to [Hiring@lasp.org](mailto:Hiring@lasp.org). Position remains open until filled.