



Bilingual Paralegal/Legal Assistant – Job Description

Summary:

The Rocky Mountain Children's Law Center (RMCLC) is a non-profit legal organization with the mission of advocating for children and youth, driving systemic reform, and boldly challenging the status quo so that every young person who has experienced trauma or instability has the opportunity to thrive. The Bilingual Paralegal/Legal Assistant primarily supports the Domestic Violence program, with additional duties across all program areas. This position requires excellent organizational skills, careful attention to detail, and strong communication skills in both English and Spanish.

Reports To: Deputy Executive Director

Position Responsibilities:

- ◆ Translation and Interpretation –
 - Provide skilled Spanish language interpretation and translation support for the organization, including telephone calls, video calls, and in-person meetings.
 - Attend off-site meetings as needed with program staff to interpret conversations with Spanish-speaking clients or other parties.
 - Translate documents between English and Spanish.
- ◆ Case-related Responsibilities -
 - Support legal practice by drafting documents and organizing files.
 - Support attorneys in filing pleadings with court clerks and assist with hearing preparation.
 - Conduct initial intake interviews and prepare documentation of information gathered.
 - Conduct background checks and search court databases for case-related investigations.
 - Arrange logistics for hearing/meeting preparation, including coordinating witness participation.
- ◆ Program-related Responsibilities –
 - Serve as the data collection and reporting specialist for a specific portfolio of grants.
 - Engage in compliance reporting and grant reporting quality assessment, including creating and sustaining systems for data collection, entry, and reporting.
 - Obtain data from RMCLC's case management system for reporting and analysis purposes.
 - Coordinate volunteer engagement, including maintaining system for tracking volunteer availability and facilitating volunteer background checks.
- ◆ Research-related responsibilities – Monitor changes to rules and regulations relevant to legal practice, and prepare reports on pertinent changes.

Qualifications:

- ◆ Passion for the Rocky Mountain Children's Law Center's mission.
- ◆ Certificate of completion from an ABA-approved paralegal certification program of education and training, or an associate degree in paralegal studies, preferred.
- ◆ Bachelor's degree preferred.
- ◆ Proficiency in Westlaw and Legal Server preferred.
- ◆ Demonstrated excellent comprehension and communication skills, both written and verbal, in both English and Spanish. Given the nature of our work, potential clients may raise sensitive and sometimes upsetting subjects and may occasionally communicate in an emotional or hostile

manner. The ability to calmly and effectively communicate with a variety of people and ensure mutual understanding is crucial to this role.

- ◆ Demonstrated multi-tasking and analytical skills, with the ability to anticipate issues, discern priorities, and respond quickly when needed.
- ◆ Demonstrated ability to effectively multi-task, manage time-sensitive documents and have exceptional organizational skills in a fast-paced environment.
- ◆ Demonstrated attention to detail and excellence in content and presentation.
- ◆ Demonstrated ability to work effectively both independently and collaboratively.
- ◆ Demonstrated ability to follow direction well and seek guidance as appropriate.
- ◆ Demonstrated basic to advanced competency in Microsoft Outlook, Microsoft Word, Microsoft Excel, and other general computer operations.

Salary Range: Full-Time Position (40 hours per week)
\$45,000 to 50,000 per year – based on skills, education, and experience.

Benefits Include

- Medical insurance
- Dental insurance
- Vision insurance
- Life insurance
- 403(b) retirement savings with employer match
- AFLAC options
- Flexible spending account
- Employee Assistance Program (EAP)
- Vacation time, sick time, and personal time

Interested parties must submit a resume, references, and letter of intent to Lauren Langan, Deputy Executive Director, at llangan@childlawcenter.org with the subject line: Bilingual Paralegal/Legal Assistant Position.

Submissions will be accepted through August 12, 2022, or until position is filled. This position is immediately available, so we encourage interested applicants to apply in a timely fashion.

The Children's Law Center does not discriminate in employment opportunities or practices on the basis of age, race, religion, sexual orientation, gender, gender expression, national origin, disability, veteran status, genetic characteristics or information, or any other characteristic protected by law.