



Montgomery County Eviction Prevention Program Legal Assistant

SUMMARY

Community Legal Services, Inc., (CLS) is seeking a full-time Legal Assistant to assist with the creation and implementation of its Montgomery County Eviction Prevention Program which will provide same-day and extended representation to low-income tenants facing eviction. CLS currently operates two Eviction Prevention Programs in Prince George's and Anne Arundel County, and it has received funding to expand its services to include Montgomery County.

The Legal Assistant will provide critical support to our attorneys by determining which clients are eligible for legal representation. They will be responsible for completing client intakes by phone and in-person, and utilizing our legal database to enter client case information to track client demographics and case outcomes. The Legal Assistant will also be tasked with scanning client files to our Box server. This position will require in-person court appearances, networking with housing advocates and other legal services providers, and attending community outreach events. This position is grant funded and contingent on funding.

KEY JOB RESPONSIBILITIES

- Work with CLS attorneys and legal services providers to launch CLS's Montgomery County Eviction Prevention Program.
- Screen clients for eligibility, approve applications, and make community and legal resources referrals, as appropriate.
- Conduct phone and in-person intakes to gather client demographics and case information.
- Utilize Legal Trak database to input client intakes and case information.
- Periodically review legal databases to ensure client information is correct, and to ensure

that cases are updated and closed whenever services are provided to clients.

- Scan client files to Box server once intakes are completed.
- Coordinate and attend trainings and community outreach events on behalf of CLS.
- Assist with grant management which may include reviewing legal databases to ensure the accuracy of client reporting, writing grant reports, and reporting on the number and types of cases handled, and the number of clients served.
- Perform additional duties as assigned and within the scope of the essential functions of the position.

SKILLS AND REQUIREMENTS

- Must have a high school diploma, GED, or equivalent years of experience.
- Must demonstrate a passion for CLS's mission and clientele.
- Must be able to use a computer, web-based applications, and computer programs such as Microsoft Word, Outlook, Excel, and PowerPoint.
- Must possess a willingness to attend, coordinate, and participate in outreach events and trainings.
- Must possess the ability to handle multiple tasks and meet regular deadlines in a fast-paced environment.
- Must possess the willingness and ability to network, build partnerships, and spread awareness of CLS programs.
- Must possess excellent communication skills, both oral and written.
- Must be able to work both independently and collaboratively.
- Must possess strong critical thinking, problem-solving, and conflict resolution skills.
- Must be available to report to in-person work location(s) between the hours of 8:30 AM-4:30 PM, Monday through Friday. This applies even if an employee was previously granted permission to work remotely.
- Spanish language proficiency is preferred.

BENEFITS

- Three weeks paid vacation
- 7 days of paid sick leave
- \$50,000 life insurance
- Short-term and long-term disability insurance
- Dental insurance
- Health insurance
- 403(b) retirement plan through Mutual of America

SALARY

\$40,000 or commensurate with experience

If interested in applying, please email your resume and a writing sample to Kayla Williams at Williams@clspgc.org.

