

# **West Tennessee Legal Services Hiring a Paralegal**

## **INTAKE/OUTREACH POSITION ANNOUNCEMENT**

Do you have a passion for helping others? West Tennessee Legal Services, Inc. (“WTLS”) has an opening for an intake and outreach worker in our Jackson, Tennessee office with an expected start date of October 1, 2022. This individual will divide their duties between WTLS’ intake department and our new Disaster Relief Grant. For over 50 years, WTLS has been filling gaps in the civil justice system that prevent low income and marginalized communities from accessing legal representation in our 17-county service area. If you are looking for a job that truly makes a difference and offers great work-life balance, apply today!

## **POSITION DESCRIPTION**

Our intake department is the first contact people make with WTLS. Intake staff interview people in need of WTLS services to determine eligibility, gather case facts, identify legal problems, and screen for benefits eligibility. Our Disaster Relief Grant offers services to survivors of 2020 and 2021 federally declared disasters in our service area. Work under that grant will include outreach to communities impacted by recent disasters, direct client services, and clerical support for attorneys. Duties for both positions include contemporaneous recording of activities and maintaining electronic files in WTLS’ case management system.

## **EDUCATION, EXPERIENCE, KNOWLEDGE**

Below is the minimum level of education and/or experience needed to successfully accomplish the essential duties of this job.

1. A high school diploma or GED, plus
  1. Paralegal certification from a college or technical school, or
  2. Associate degree, or
  3. 1 year of related experience, and
2. Ability to work independently;
3. Ability to competently use technology, including Microsoft Word, Excel, PowerPoint, and Adobe Professional;
4. Demonstrated experience working with the public;
5. Excellent interpersonal, listening, oral, and written communication skills;
6. Demonstrated ability to handle a demanding workload; and
7. Ability to work collaboratively, both within WTLS and with community partners.

## **SALARY & BENEFITS**

DOE. Excellent benefits package, including low-cost health insurance; free dental, vision, long-term disability, and life insurance; 401k with employer match; generous personal and sick leave; most federal holidays and week off between Christmas and New Years; hybrid/remote work schedule available after 90-day probationary period; gym membership reimbursement; generous paid parental leave. Great, supportive co-workers.

## **HOW TO APPLY**

Send cover letter, resume, writing sample, and references to: Hiring Committee, West Tennessee Legal Services, Inc., 210 West Main Street, Jackson, TN 38301 or email [Tricia@wtls.org](mailto:Tricia@wtls.org). Interviews scheduled on a rolling basis. Position will remain open until filled. Due to the expected number of applicants, inquiries are not accepted. Only those selected for interviews will be notified. West Tennessee Legal Services is an equal opportunity employer. Women, minorities, and persons with disabilities are encouraged to apply.

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Print

Table of Contents

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