



Job Title: Paralegal

Job Summary: The Paralegal provides legal and administrative support to the Civil Legal Services Program by assisting survivors of domestic violence, sexual assault, stalking, human trafficking, and related crimes. This position supports the attorney with case preparation, legal document management, client communication, and court-related activities while helping ensure survivors receive compassionate, trauma-informed legal services.

Responsibilities & Duties:

- Assist the Civil Legal Services Attorney with case preparation and management.
- Prepare, draft, and organize legal documents, pleadings, correspondence, and court filings.
- Conduct client intake interviews and gather information for legal cases.
- Maintain client files and legal records while ensuring confidentiality.
- Schedule client appointments, court dates, and meetings.
- Communicate with clients, courts, attorneys, partner agencies, and community resources.
- Assist clients with completing legal forms and required documentation.
- Coordinate the filing and service of legal documents with appropriate courts and agencies.
- Maintain case calendars and monitor deadlines.
- Conduct legal research as directed by the attorney.
- Assist with preparation for hearings, trials, and mediation proceedings.
- Provide administrative support to the Civil Legal Services Program.
- Participate in community outreach, educational presentations, and special events as requested.
- Maintain accurate case data and assist with grant reporting requirements.
- Perform other duties, special projects, and responsibilities as assigned.
- Ability to travel to Concordia, LaSalle, and Avoyelles Parishes for court appearances, meetings, and community outreach activities as needed, while maintaining a primary office in Pineville

Skills & Qualifications:

- Associate degree in Paralegal Studies or equivalent education and experience; Paralegal Certificate preferred.
- Minimum of two (2) years of paralegal or legal support experience preferred.
- Knowledge of Louisiana civil court procedures and legal documentation.
- Experience working with domestic violence, family law, protective orders, or victim services preferred.
- Strong verbal and written communication skills.



Family Justice Center
CENTRAL LOUISIANA

220 Hospital Blvd.
Pineville LA 71360
Phone: 318-448-0884

Skills & Qualifications:

- Excellent organizational and time management skills.
- Ability to manage multiple cases and deadlines.
- Proficiency in Microsoft Office and legal case management software.
- Ability to maintain strict confidentiality and professionalism.
- Ability to work collaboratively in a multidisciplinary, trauma-informed environment.
- Ability to maintain confidentiality and professionalism.

Classification:

Exempt

Status:

Regular, Full-Time

Immediate Supervisor:

Executive Director

Salary Range:

\$40,000-\$55,000 + travel reimbursement