



Criminal Records Expungement Project Paralegal

Founded in 2010, Philadelphia Lawyers for Social Equity (PLSE) provides free legal representation to lower income residents of Philadelphia whose criminal records are holding them back from achieving their full potential. The services include seeking expungements in criminal court and pardons from the Governor, educating elected and community leaders, and empowering under-resourced communities to seek a greater voice and needed legislative reforms. PLSE was twice recognized in 2017 as an exemplary non-profit, with both a 2018-19 Barra Award, and the Pennsylvania Bar Foundation's Goffman Award.

PLSE is seeking to hire a Paralegal for our Criminal Records Expungement Project (C-REP). While PLSE expects to obtain funding to make it a permanent, full-time position as of July 1, the position is currently funded only until June 30 and is therefore a temporary position. The successful applicant for the temporary position will negotiate with the Managing Attorney the number of hours to be worked per week.

Responsibilities include creating, reviewing, and finalizing expungement petitions for filing with the Philadelphia Court of Common Pleas. The Paralegal will also participate in intake clinics, interview and collect information from new clients, notify clients of court dates and decisions, file maintenance, and other administrative duties as required. The Paralegal will also go to court as required to assist the attorneys, and provide information to clients under the supervision of PLSE attorneys.

The ideal candidate will have had some personal or family experience with the criminal justice system. Aptitude for or demonstrated skill in client interviewing is **required**.

Required Qualifications:

- High school diploma or GED
- High computer literacy and ability to learn new technology and systems
- Ability to travel to Philadelphia neighborhoods not always accessible by mass transit
- Ability to work occasional evenings and weekends (when intake clinics are often held)
- Demonstrated initiative and problem solving ability
- Excellent interpersonal skills and ability to work/interact well in a small group environment
- Willingness to work as part of a team
- Ability to welcome new clients from many different backgrounds and quickly establish trust to discuss sensitive topics
- Demonstrated commitment to social and economic justice

Preferred Qualifications: Bachelor's or Associate's degree, or certificate in paralegal studies. Experience working in a law office. Experience with a social services agency or a nonprofit organization that advocates on behalf of low-income clients. Fluency in Spanish.



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The annual salary for the permanent position, if funded, will be \$34,800 for someone with 2 years' experience as a paralegal, with actual salary dependent upon years of experience. The salary for the temporary position will be pro-rated dependent upon the number of hours worked per week.

To Apply: PLSE seeks to fill the temporary position by February 2019, and will accept applications until the position is filled. You can submit your application by emailing PLSE's Managing Attorney, Zane Johnson, at johnson@plsephilly.org.

What to include in your application:

Please include a cover letter, resume, and three professional references. PLSE values a diverse work environment. **PLSE invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and the services we provide to impacted communities.**

Philadelphia Lawyers for Social Equity is an equal opportunity employer. PLSE does not discriminate in the selection of employees on the basis of race, color, religion, gender, sexual orientation, sexual identity, genetics, age, national origin, disability, or veteran status. In addition to federal law requirements, PLSE complies with all applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, leaves of absence, compensation and training.