



Daniel K. Glazier  
Executive Director and  
General Counsel

## **LEGAL SERVICES OF EASTERN MISSOURI OFFICE MANAGER/PARALEGAL**

### **LASTING SOLUTIONS FAMILY LAW PROGRAM**

Legal Services of Eastern Missouri, Inc. (LSEM), a non-profit law firm that provides free legal assistance in civil cases to persons living with low income/low opportunity, seeks an Office Manager/Paralegal for its Lasting Solutions Family Law Program. The goal of Lasting Solutions is to stop family violence by providing comprehensive legal assistance, integrated support services, and a coordinated community response to survivors of domestic and sexual violence.

#### **Position Duties and Responsibilities**

Under the direction and supervision of the Lasting Solutions Co-Managers:

##### Office Manager

- Create systems of organization and record keeping
- Organize, schedule, calendar court appearances and meetings, maintain LSEM manuals, prepare payroll time sheets, prepare billing requisitions, maintain office equipment, records, files and databases, perform word processing, maintain supply stocking levels, make travel arrangements, maintain KEMPS files and time sheets, follow up on research requests and assignments with legal interns, maintain all files in compliance with LSEM regulations, and other tasks as needed.

##### Paralegal

- Perform legal research, draft pleadings and client correspondence, file legal documents with the court, and assist in trial preparation (e.g., assistance with discovery and the preparation of exhibits)
- Manage and send all counsel and advice letters for the unit
- Utilize and maintains notes in Kemps case management system
- Communicate with clients, schedule client meetings, monitor cases and pending litigation, and conduct fact and document gathering
- Serve as a source of client information, support and advocacy
- When necessary, provide clients with community resources specific to their needs
- Communicate with attorneys, staff members and other parties concerning client cases
- Open, review, organize and close client files
- Participate in and assist with outreach (including attending outreach events) and assist with creating outreach materials
- Provide occasional paralegal support for VLP staff and volunteer attorneys
- Supervise volunteer paralegals
- Maintain current knowledge of professional ethics and of the procedural and substantive family law in order to carry out legal assistant functions

#### **Salary and Benefit Information**

Salary is commensurate with experience. Excellent benefits including generous paid time off, medical, dental and vision insurance, 403(b) and profit sharing plans, long-term disability and life insurance, an employee assistance plan and a flexible spending account.

**4232 Forest Park Avenue St. Louis, Missouri 63108 314.534.4200 1.800.444.0514 [www.lsem.org](http://www.lsem.org)**

**Requirements**

Must have ability to work collaboratively with others; be energetic and committed to LSEM's mission; be organized and accountable; take initiative; have sound judgment; and have good communications skills. A paralegal certificate, other relevant studies and/or legal secretary experience is highly preferred.

**Application Information:**

Please send a cover letter and resume to: John Early, Director of Human Resources & Operations, Legal Services of Eastern Missouri, at [jgearly@lsem.org](mailto:jgearly@lsem.org).

**Submission Deadline: September 24, 2017**

*Equal access to LSEM's office is available. Those applicants requiring accommodation to the interview/application process should contact the Human Resources Director at the e-mail address listed above. LSEM is an equal opportunity employer.*