



Job Description: ID Unit Paralegal

NATURE OF WORK	<p>The ID Unit represents individuals who have experienced difficulty in obtaining government-issued IDs. The paralegal works in conjunction with a team of attorneys and paralegals in case preparation and resolution, and serves as a point of contact for clients and community collaborators. This position will also involve some outreach work and collaboration with community partners to better assist clients.</p>
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none">▪ Open digital client file and prepare Case Info Sheets after reviewing documents and gathering information from new clients;▪ Draft case documents for attorney review;▪ Complete case investigation and research (including CoCourt and CBI searches);▪ Serve as point of contact for clients and administrative agencies in Colorado and throughout the United States, and occasionally outside the US, regarding case questions, investigation, and resolution;▪ Ensure correct and complete data entry into CLS case management system, finding and saving court-filed documents as necessary;▪ Develop and maintain familiarity with administrative agency policies and procedures related to ID documents, including DMV and the SSA;▪ Ensure equitable language access for clients with limited English proficiency, utilizing interpretation and translation services as appropriate;▪ For applicants CLS cannot accept for full representation, draft advice letters and close the associated matter in case management system after sending; and▪ Assist in special projects, including community resource development and/or administrative tasks that maintain or enhance effective operation of CLS or the ID Unit.
QUALIFICATIONS	<p>Requires excellent organization skills, attention to detail, and ability to independently manage multiple tasks and deadlines. Must demonstrate sensitivity to the needs of crime victims, low-income persons, non-English speakers, people with disabilities, and people experiencing homelessness. Some legal experience, Microsoft Office proficiency, and bilingual fluency preferred.</p>