

JOB ANNOUNCEMENT **HEIRS' PROPERTY PARALEGAL**

The Mississippi Center for Justice (“MCJ”) seeks a Paralegal. The Paralegal will work as part of the Heirs’ Property Campaign in support of MCJ’s legal and policy advocacy.

MCJ is a nonprofit, public interest law firm committed to advancing racial, social, and economic justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi, and Indianola, we seek systemic solutions that support a fair and just criminal justice system for juveniles and adults, protect the rights of consumers, secure access to healthcare, protect voting rights for all, and make fair and affordable housing available for all Mississippians.

Position Summary

As a full-time employee based in Jackson, Mississippi and reporting to the Director of MCJ’s Heirs’ Property Campaign, the Paralegal will perform such duties as conducting client intakes, maintaining client files and effectively using case management software, and drafting pleadings and deeds. The position also requires full participation in community outreach efforts and events, which may include occasional evening and weekend work.

Job Responsibilities

The Paralegal’s job duties will include the following:

- Monitor designated phone line for callers seeking assistance with heirs’ property matters
- Conduct client intake, screen for eligibility, review case applications and notify attorney of eligible participants
- Draft engagement, non-engagement, dis-engagement correspondence to clients
- Create and maintain individual case files for each client or case using office’s electronic case management system
- Communicate with clients regarding documents needed from them
- Communicate with court administrators to schedule hearings
- Hire and communicate with process servers as instructed
- Draft pleadings and deeds
- Upload and retrieve documents to/from MEC and CM/ECF
- Maintain case files for all Heirs’ Property clients
- Maintain data on clients helped, geographic scope, outcomes of cases
- Track client information for all assigned grant-funded work

- Update and maintain internal databases and spreadsheets
- Assist Heirs' Property Campaign Director, Staff Attorney, and/or Outreach Liaison with outreach and workshops about heirs' property throughout the state
- Perform legal research
- Assist Heirs' Property Campaign Staff Attorney in preparation for hearings/trials
- Work jointly with interns and communicate routine and/or procedural guidance on projects assigned by Heirs' Property Campaign Director
- Other responsibilities as assigned.

Qualifications

- Minimum education required is an associate's degree; bachelor's degree is preferred
- Minimum of three (3) years' experience as a legal assistant/paralegal in property law or Chancery Court practice
- Excellent written, interpersonal, and verbal communications skills
- Excellent organizational skills, detailed oriented, strong time-management skills
- Self-starter who is able to multi-task and meet deadlines
- Ability to work independently and also within a team
- Proficient in Microsoft Word, familiar with Microsoft office Suite
- Experience with MEC and CM/ECF
- Experience with CLIO and/or case management software
- Commitment to fiscal responsibility and MCJ's racial, social, and economic justice mission

Salary/Benefits

Salary is competitive and dependent on experience. The Mississippi Center for Justice offers a generous package that includes medical, life, and dental insurance, generous leave, participation in a retirement savings program, and other benefits.

To Apply: Please send a brief letter of interest and a resume to:

Andrea' Barnes, Director of the Heirs' Property Campaign
abarnes@mscenterforjustice.org

Please, no telephone inquiries.

The position will remain open until filled.

The Mississippi Center for Justice is an Equal Opportunity Employer. We value a work place that is diverse in race, gender, economic status, age, geographic origin, sexual orientation, and other differences that enrich our organizational culture.