



Job Description: Housing Paralegal—Greeley Office

NATURE OF WORK	Colorado Legal Services is the sole statewide provider of free civil legal services to low-income and senior individuals in Colorado. Our Greeley office is seeking a paralegal to complete outreach and casework for tenants at risk of eviction. This position is currently funded for one year.
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none">▪ Effectively and consistently handle a high-volume caseload;▪ Respond to requests for emergency legal assistance from eligible individuals or groups;▪ Gather information from applicants and clients, review documents, and identify and investigate factual allegations and defenses;▪ Perform legal research and analysis, summarizing and applying pertinent provisions of statutes, regulations, and case law;▪ Ensure correct and complete data entry into case management systems;▪ Assist clients to apply for rental arrears assistance;▪ Maintain familiarity with systems and organizations serving low income tenants;▪ Develop, maintain, and facilitate specific training and materials relating to the work of the unit;▪ Assist in special projects or administrative tasks that maintain or enhance effective operation of CLS or the Housing Unit.
QUALIFICATIONS	Excellent communication and organization skills required. Must have experience working with low income or otherwise vulnerable populations. Housing and/or public benefits advocacy experience, bilingual fluency, and Microsoft Office proficiency strongly preferred.