



## **PARALEGAL**

**LOCATION(S):** Flagstaff Arizona

DNA - People's Legal Services ("DNA") is committed to providing high quality legal services to persons living in poverty on the Navajo, Hopi and Jicarilla Apache Reservations, and in parts of Northern Arizona, Northwest New Mexico, and Southern Utah. DNA's main office, as well as DNA's Fort Defiance branch office, are located in Window Rock, Arizona. DNA also has branch offices on the Navajo Reservation in Chinle, and Tuba City, Arizona, at the Hopi BIA judicial compound near Keams Canyon, Arizona, and in the cities of Flagstaff, Arizona, and Farmington, New Mexico. DNA legal staff practice in tribal, state, federal, and administrative courts.

**DNA is seeking a paralegal to work with the Director of Central Intake and staff attorneys, who provide legal assistance to low-income and indigent individuals.**

**REQUIREMENTS:** Minimum educational requirements are at least an associate's degree or a certificate of completion of a paralegal course of study from an accredited institution and one year's legal work experience. Must be comfortable working with clients, proficient in court processes, and handling of legal documents. Must have good writing skills, strong communication skills, organizational abilities, computer skills, and be able to communicate effectively in English. Bilingual in a language common to our service area is preferred. Applicants must have acceptable references.

### **RESPONSIBILITIES INCLUDE:**

- (a) Reports to the Director of Central Intake.
- (b) Works closely with the Director of Central Intake and staff attorneys to gain knowledge of state, local, Tribal, and federal laws.
- (c) Correspond directly with new and existing clients via phone, email, and outreach efforts to screen client eligibility.
- (d) Conducts client eligibility and substantive fact interviews.
- (e) Draft summaries of case facts and posture for attorney analysis.
- (f) Organizes and schedules community meetings and outreach events.
- (g) Prepares and maintains client files.
- (h) Acts as a liaison and makes referrals to social services agencies, other legal aid organizations, and/or relevant bar associations.

- (i) Types, proofreads, and cite-checks pleadings, correspondence, memoranda and other documents. Makes first drafts of simple pleadings and standard letters on her/his own.
- (j) Takes part in office intake and case acceptance meetings.
- (k) Ensures intake information is properly entered in computerized intake program.
- (l) Keeps accurate records of time spent on each matter and supporting activities on which she or he is working.
- (m) Performs other duties as assigned.

**WHAT TO SUBMIT:** Employment Application (found at <https://dnalegalservices.org/careeropportunities-2/> ), Resume, Cover Letter, Transcripts and (Writing Sample-Attorneys only)

**HOW TO APPLY:** Email: [HResources@dnalegalservices.org](mailto:HResources@dnalegalservices.org) | Direct: 928.245.4575 or 928.245.4575 Fax: 928.871.5036 (Faxed documents accepted)

Preference is given to qualified Navajo and other Native American applicants. DNA requires all applicants to be eligible to work within the United States. DNA will not sponsor visas unless otherwise noted on the position description.

**ACKNOWLEDGEMENT:** I have received this job description and I affirm that I meet the minimum qualifications and that I can perform the duties set forth.

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Print Name

Signature

Date