

**HUBBARD HOUSE, INC.  
JOB DESCRIPTION**

**POSITION TITLE:** Paralegal

**PROGRAM TITLE:** IFP Attorney Project

**POSITION REPORTS DIRECTLY TO:** IFP Project Lead Attorney

**POSITION(S) THAT REPORT(S)  
DIRECTLY TO THIS POSITION:** None

**POSITION(S) THAT REPORT(S)  
INDIRECTLY TO THIS POSITION:** None

**INDICATE NUMBER OF EMPLOYEES SUPERVISED:** (0)

**POSITION IS HOURLY.**

**EDUCATIONAL REQUIREMENTS/WORK EXPERIENCE:**

Completion of a training program to become a paralegal or legal assistant; or a degree or certificate in legal technology, legal administration or legal studies; or a bachelor's degree from an accredited college or university with a major in legal services, or two years' experience in paralegal work or equivalent. Must be proficient in Word, Excel, PowerPoint, Adobe/PDF, and Outlook.

**JOB SUMMARY:**

**PRINCIPAL JOB DUTIES:**

1. Prepare and file legal pleadings and relates documents with minimal supervision.
2. Familiar with Florida e-filing and e-serving requirements.
3. Gather information necessary to file discovery requests.
4. Perform basic legal research and review legal documents for spelling, punctuation, and grammatical errors.
5. Prepare and send letters to applicants, clients, and opposing counsel.
6. Coordinate and schedule interviews with witnesses/
7. Organize case files with exhibits prior to trial/hearings.
8. Schedule and update appointments for attorneys.
9. Keep detailed and contemporaneous time records and assist attorneys with maintaining case files and time records.
10. Receive and route as appropriate telephone calls, email, and court documents.
11. Other duties as assigned by the IFP Project Lead Attorney.

**KNOWLEDGE AND SKILLS:**

Computer literate with extensive experience using Word and Excel. Type 50-60 wpm minimum. Position must have strong organizational skills and be detail oriented. Excellent written and oral communication skills a must.

**Description of Benefits for Full Time Employees**

Very generous PTO policy (4 weeks off per year), increases after 3 & 7 years of service.

We honor most Federal Holiday's plus two Floating Holidays.

Health & Dental Insurance available when eligible; Hubbard House covers roughly 80% of cost, depending on your choice of policy coverage. Short-Term & Long-Term Disability and Life Insurance available when eligible; Hubbard House covers 100% of cost. Supplemental insurances also available.

Tuition Reimbursement and 403B plan with matching contributions available when eligible.

EOE

To apply directly with Hubbard House click this link:  
[www.hubbardhouse.org/careers](http://www.hubbardhouse.org/careers)