



# South Carolina Legal Services

Balancing the Scales of Justice

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[www.sclgal.org](http://www.sclgal.org) | [www.lawhelp.org/sc](http://www.lawhelp.org/sc) | [www.probono.net/sc](http://www.probono.net/sc)

## Position Announcement

<b>Position Title</b>	<b>Paralegal</b>
<b>Location</b>	<b>Charleston Office</b>
<b>Job Type</b>	<b>Full-time</b>
<b>Job Summary</b>	<p>SCLS seeks <i>full-time paralegal</i> for its Charleston office. The position requires paralegal work of varying scope and complexity to assist with representation in the areas of housing, family law, domestic violence, public benefits, consumer law, employment, education and community development. The position will require paralegal to conduct intake and do casework that will assist attorneys in increasing their case capacity.</p> <p>Participation in outreach activities is required along with other related administrative support work. The position may also require some evening and/or weekend work as well as statewide travel.</p> <p><i>A more detailed job description is available upon request.</i></p>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>● A degree from an accredited two or four year college or university; or</li> <li>● A certificate of completion/graduation from an accredited paralegal program;</li> <li>● Strong oral and written communication skills and interpersonal skills</li> <li>● Knowledge of legal principles, legal research methods, legal terminology, court system and legal procedures helpful</li> <li>● Excellent computer skills, including Windows and Microsoft Office Professional 2013</li> <li>● Excellent organizational skills and detail oriented</li> <li>● Bilingual skills a plus, but not required</li> <li>● Valid driver's license and good driving record</li> </ul>
<b>Job Open Date</b>	Immediately
<b>Job Close Date</b>	April 4, 2017

Applicants interested in applying for this position may submit a resume and three references with cover letter to:  
 South Carolina Legal Services, Attn: Human Resources –Paralegal (Charleston)  
 PO Box 1445, Columbia, SC 29202 or by fax to 803-799-9420.

EOE M/F/D/V

