



2109 Bull Street, P.O. Box 1445, Columbia South Carolina 29201  
 Phone: (803) 799-9668 Fax: (803) 799-9420  
[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>Rock Hill Office</b>
<b>Job Type</b>	<b>Full-time</b>
<b>Job Summary</b>	<p>SCLS seeks a <b><i>full-time paralegal</i></b> for its Rock Hill office. The position requires paralegal work of varying scope and complexity to assist domestic violence victims in obtaining Orders of Protection. 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><b><i>A more detailed job description is available upon request.</i></b></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>● Must be willing to work some evenings and weekends</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>	Until Filled
<p>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 –Full-time VOCA Paralegal (Rock Hill)          PO Box 1445, Columbia, SC 29202 or by fax to 803-799-9420.</p> <p style="text-align: center;">EOE M/F/D/V</p>	

