

Paralegal  
Consumer Protection Division  
Mississippi Center for Justice

### **JOB DESCRIPTION**

We are looking for a self-motivated paralegal in the Consumer Protection Campaign to assist the Consumer Protection Campaign Director and to ensure smooth and effective campaign client communications and effective case/file management. The Paralegal is responsible for work assigned from the Consumer Protection Division. Consumer protection work in the areas of foreclosure prevention and consumer fraud have been identified as the main project areas for the paralegal. The Paralegal will assist attorneys in client intake, maintenance of files, collection and organization of documents and organization of outreach events. While the paralegal's primary responsibility will be with the Consumer Protection campaign, the paralegal may be asked to assist other MCJ campaigns on occasion.

### **RESPONSIBILITIES**

- Create intake form and conduct intake interview for new clients
- Follow up with engagement letters and collect needed documents from clients
- Answer and direct phone calls for Consumer Protection Campaign
- Maintain contact lists
- Type up and develop case-relevant information
- Create and maintain individual case files for each client/case
- Maintain file list for consumer protection campaign issues
- Create and maintain all client files and files for all assigned grant-funded work
- Create and maintain pleadings files for all cases in litigation.
- Create and maintain data on clients served, including demographic information, case outcomes, geographic information on cases
- Assist in organizing outreach events for the campaign
- Assist with MEC and CM/ECF retrieval and filing of legal documents
- Assist attorneys in preparation for hearings/trials
- General administrative assistance for MCJ attorneys across campaigns as needed
- Provide administrative support for the campaign director's review of applications for intern positions
- Work jointly with interns and communicate routine and/or procedural guidance on projects assigned by campaign director
- Perform job-related special projects and other duties as assigned by the Executive Director and campaign director

### **EXPERIENCE & QUALIFICATIONS**

- Demonstrated interest in and commitment to racial and economic justice issues
- Excellent research and writing skills, including internet research

- Must take initiative, be highly organized and detail oriented and possess strong interpersonal and time-management skills
- Able to multi-task, demonstrate grace under pressure, and meet deadlines
- Ability to work independently as well as within a team
- At least one year of paralegal or related experience is preferred
- Must be proficient in Microsoft Word, and familiar with other Microsoft Office programs including MS Excel, Outlook, Power Point and database software. Experience with PACER and MEC and CM/ECF strongly preferred

### **SALARY/FRINGE BENEFITS**

Salary will be commensurate with experience. Paid vacation and sick leave will be provided.

The Center's benefit package includes medical, life and dental insurance, as well as a retirement savings program.

### **HOW TO APPLY**

To apply, send a resume and cover letter by email:

Charles Lee, Consumer Protection Director  
Mississippi Center for Justice  
clee@mscenterforjustice.org

The position will be open until filled.

**Mississippi Center for Justice is an equal opportunity employer.**