

## Family Law Legal Assistant/Paralegal

Mid-Missouri Legal Services is a legal aid organization that provides free civil legal assistance to low-income individuals and families in the mid-Missouri area.

MMLS is seeking a Legal Assistant/Paralegal to work with its Family Law Unit. The position is based in MMLS's Columbia office. Primary responsibilities of the legal assistant include interviewing clients, reception, drafting correspondence and pleadings, general clerical work, and administrative support of the legal work of the Family Law Unit.

### Duties and Responsibilities

- Conduct client interviews
- Draft client correspondence, pleadings, and other documents
- Serve as a source of client information, support, and advocacy
- Provide litigation support e.g., filing court documents, completing discovery, preparing exhibits and trial materials, attending court proceedings
- Conduct initial client intakes, including legal issue-spotting, conflict check and eligibility determination as needed
- Assist with reception and administrative office tasks as needed
- Communicate effectively with clients, attorneys, staff, and outside parties
- Other duties as assigned

### Qualifications

- High school education required; at least 2 years college education or paralegal certificate and some legal experience highly preferred
- Detail-oriented and able to effectively organize time and tasks
- Must take initiative, problem-solve, and have sound judgment
- Strong communication skills, work ethic, flexibility and teamwork
- Strong understanding of Microsoft Office Suite and able to quickly learn new IT systems, including case management software
- Committed to Legal Services' mission and sensitive to the needs of the low-income community it serves

MMLS provides an excellent benefit package, including fully paid health, dental, long term disability and life insurance premiums; generous holiday, health leave and vacation days; and employer contributions to the MMLS 401(k) plan.

Please submit cover letter, resume, and three references by email to: [admin@mmls.org](mailto:admin@mmls.org). Applications will be considered on a rolling basis. MMLS is an equal opportunity employer and dedicated to diversity in its staff.

