



Metropolitan Organization to Counter Sexual Assault

Job Title:	Paralegal
FLSA Status:	Non-exempt
Department:	Advocacy
Reports to:	Attorney

Since 1975 Metropolitan Organization to Counter Sexual Assault (MOCSA) has been an essential part of the Kansas City metro. Our mission to improve the lives of those impacted by sexual abuse and assault, and to prevent sexual violence in our community. MOCSA is seeking an experienced paralegal to join our dynamic organization of diverse, dedicated and innovative individuals.

SUMMARY

This position is responsible for providing administrative duties in support of legal services for survivors of sexual violence.

JOB OBJECTIVES

I. Paralegal Services

- a. Performs legal research, prepares files, drafts legal documents, files documents, assists with pretrial preparation and answers correspondence.
- b. Facilitates client intake process and serves as liaison for clients, law firms, state and federal agencies, and community partners.
- c. Researches and analyzes statutes, regulations, precedent, articles, codes and other legal resources.
- d. Monitor changes to government guidelines or regulations and submit reports on pertinent changes.
- e. Organizes and tracks files, including research, pleadings, discovery, and/or contract documents.
- f. Resolves routine legal issues under direction of attorney.

The responsibilities described represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION

Minimum Qualifications

Minimum requirements include an Associate's Degree in Paralegal Studies or comparable experience. Two years of experience as a legal assistant or legal secretary performing legal research and preparing legal documents on behalf of an attorney. Proficiency in Microsoft Office suite.

Preferred Qualifications

Five or more years' experience in the aforementioned skills. Knowledge or experience working with survivors of trauma including; sexual violence, domestic violence and/or child abuse and neglect. Experience working in a highly confidential setting. Bilingual Spanish.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Work is typically performed in an office environment. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with faculty, staff, administration, funders, and others encountered in the course of work.

WORK HOURS

This is a full-time position; business hours are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

TRAVEL

Regular travel throughout the Kansas City metropolitan area in support of legal services.

BENEFITS

Vacation, Holiday, Sick Pay, Medical, Dental, Life, Long-term Disability Insurance, 403(b) and Cafeteria program. The salary range for this position is \$42,000 - \$48,000 DOE. MOCSA is an Equal Opportunity Employer committed to creating and supporting a diverse staff.

APPLICATION INSTRUCTIONS

Please send cover letter and resume to info@mocsa.org or by fax to (816) 931-4532.
Please, no phone calls.