

Clinic Paralegal
University at Buffalo, The State University of New York

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Posted May 19, 2022, set to expire Sep. 18, 2022

Job Title	Clinic Paralegal
Department	Law School
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 19, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Legal Research & Writing
Job Website	https://www.ubjobs.buffalo.edu/postings/35069
Apply By Email	
Job Description	

Position Summary

Fast-paced, exciting work as a paralegal in the University at Buffalo School of Law's Clinical Legal Education Program. We have ten clinics as well as several practicums and other service-learning courses. They each have eight to fourteen students enrolled per semester and serve myriad clients. Representation of these clients and work on other matters involves significant amounts of confidential and sensitive material.

As a Clinic Paralegal with the Clinical Program, you will spend the majority of your work time performing a combination of paralegal and administrative tasks which may include:

Routine legal document creation, preparation, maintenance, and e-filing including legal documents such as Testimony, Closing Documents, Motions, Discovery Materials, Orders and Continuance Requests, as well as basic form letters to clients, opposing counsel and third parties.

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Creation and maintenance of clinic files through a web-based case management system, software such as Adobe Acrobat Pro, and other cloud-based online document storage systems.
Calendaring of court hearings, important administrative and legislative deadlines, internal and external meetings will be a primary responsibility of this position.
Providing general office support for faculty and staff
Answering telephones and serving as a point of contact for Clinic visitors, guest, clients, etc.
Supervising the sorting, processing and distributing mail according to office policies
Scheduling meetings and maintaining calendars for clinical rooms/ spaces
Assisting student attorneys with maintaining organized time entries, case notes, and documents within the case management system.
Providing assistance to student attorneys with administrative tasks such as printing, scanning and mailing documents

The Clinic paralegal must possess excellent writing, verbal, and organizational skills. The ability to comprehend and act on assignments of varying complexity, while maintaining the ability to handle multiple assignments, is imperative. The ability to work on a team as well as independently is also required.

Our Clinical Legal Education program offers diverse and sophisticated practice opportunities to upper-class and LL.M. students working closely with skilled supervising attorneys. Our clinical offerings involve cutting-edge issues and complex matters in which creativity and innovation play key roles in serving clients effectively. The mission of the Clinical Legal Education Program is: "Delivering access to justice while teaching UB law students to be excellent, ethical, and engaged lawyers."

The University at Buffalo School of Law's Clinical Legal Education Program seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the diverse people of Buffalo, to maintain the excellence of the university and to offer our students richly varied disciplines, perspectives and ways of knowing and learning.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the University at Buffalo.

University at Buffalo is an affirmative action equal opportunity employer and, in keeping with our

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commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

Associate degree with a minimum of 2 years of experience or Bachelor's degree with some experience.

Preferred Qualifications

Paralegal Certificate or a combination of education and law firm paralegal work

Experience interacting with a broad and diverse population

Familiarity with Microsoft Office products including Word and Excel

Ability to work in a fast-paced environmental with tight deadlines

Exemplary organizational, time management and communication skills.

The ability to multi-task while dealing with diverse constituencies.

Proficiency in data management and computer skills, including use and management of web-based technology.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact