

# **LAET-Knoxville Office looking for Family Law Paralegal**

## **JOB ANNOUNCEMENT**

### **FAMILY LAW PARALEGAL**

#### **LEGAL AID OF EAST TENNESSEE**

KNOXVILLE, TENNESSEE

**Responsibilities:** This position requires a close working relationship with other members of the family law office service delivery team. The primary responsibilities of the position are to assist with the family law client intake process, to assist clients in a variety of ways as they navigate the legal system, and to support the work of the attorneys in the Family Law Unit. This position works under the direct supervision of the Associate Attorney

**Qualifications:** Bachelor's degree or certificate from an accredited legal assistant program. The successful applicant for this position will express a willingness to work with a wide variety of personalities and have an understanding of issues facing those in poverty. Bi-lingual skills will be considered.

**Salary & Benefits:** \$27,000 D.O.E., plus excellent benefits

**Opening Date:** January 15, 2013

Closing Date: When filled

Applications: Send a letter of interest, resume and a list of three references  
to:

Reply to: Associate Director  
  
Legal Aid of East Tennessee  
  
502 S. Gay Street, Suite 404  
  
Knoxville TN 37902  
  
[dhouse@laet.org](mailto:dhouse@laet.org)

Equal Opportunity Employer. Women, minorities and disabled persons are encouraged

to apply.

Last updated on January 15, 2013.

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