

Table of Contents

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

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

to apply.

Last updated on January 15, 2013.

[Print](#)

[Table of Contents](#)

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