



Pine Tree Legal Assistance Inc.
Intake Paralegal (Machias Office)

Organization Overview

Pine Tree Legal Assistance is Maine's oldest and largest civil legal aid provider. We believe that there should be fairness, justice, and equality for all, and that if we can instill more fairness in our society, there will be less poverty. Our mission is to ensure that state and federal laws affecting poor people are upheld, while also addressing the systemic barriers to justice faced by Mainers with low incomes. To achieve our mission, we provide free civil legal assistance in cases where it can make a difference in one's ability to meet one's basic human needs or in enforcing one's basic human rights.

Pine Tree Legal Assistance employs a diverse team of individuals, each committed to making our communities more just. We are committed to creating an inclusive environment for all employees. We encourage applications from people with diverse backgrounds, including women, Black, indigenous and people of color, people who identify as LGBTQ+, people with disabilities, immigrants, and people who have experienced poverty or homelessness.

Want to learn more, please visit www.ptla.org

Position Overview

Responsible for handling a wide range of civil legal needs of low-income residents of the office service area (currently Washington and Hancock counties.)

On a weekly basis, the paralegal spends up to 22 hours/week responding to requests for legal help from low-income individuals who either contact Pine Tree by phone or email or as pick-ups in Court or are referred by community partners. When it becomes safe and appropriate, this will include walk-ins. Intake responsibilities include initial contacts and client interviews, facilitating needed communication accommodations for clients, like interpreters, eligibility screening, computerized data entry of clients in the case management system, and the provision of legal information and referrals when appropriate. Some of this work is supported by Pine Tree's general unrestricted funding. The paralegal will focus on cases in Washington and Hancock County but is expected to contribute to statewide intake through our centralized intake system and at the request of the Director of Intake.

The paralegal is also responsible for working with colleagues to prioritize and appropriately document cases handled pursuant to specific funding sources.

Under attorney supervision, the paralegal will also provide legal assistance to eligible clients, including client counseling and negotiations with opposing parties, and general litigation support (including work with clients to gather appropriate authorizations or records and service of subpoenas.)

In addition, the office paralegal provides support with various office duties, including maintenance of office revolving funds and client escrow accounts, ordering of office supplies and other facilities issues, like handling mail, facilitating trash pickup, and maintenance issues. A strong facility with computers and technology, and the ability to work in a browser-based environment is increasingly important to all staff at Pine Tree.

A copy of the full job description is available upon request.

Compensation and Benefits

This is a non-exempt position, with the salary range starting at \$41 750.

Benefits include health insurance (PTLA covers 97% to 100% of premium), vision insurance, dental insurance (at no cost to an employee), 403 (K) Retirement Plan with 5% match of annual salary, Flexible Spending Accounts, HSA contributions to eligible employees, Disability, Life & AD&D Insurance (at no cost to an employee), Voluntary Life Insurance, Employee Assistance Program, Wellness Programs, 12 Paid Holidays, paid parental leave and very generous paid leaves starting at 247.5 hours of sick and vacation time.

Interested applicants should submit a letter of interest, a current resume and 3 professional references to HR Director Ms. Olesya Shkut (oshkut@ptla.org) with the copies to Managing Attorney and position supervisor Ms. Nicole Golden-Bouchard (ngolden-bouchard@ptla.org) and Director of Intake Ms. Maureen Boston (mboston@ptla.org).

Pine Tree Legal Assistance is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees. We encourage applications from people with diverse backgrounds, including women, Black, indigenous and people of color, people who identify as LGBTQ+, people with disabilities, immigrants, and people who have experienced poverty or homelessness.