



PARALEGAL/ADMINISTRATIVE ASSISTANT - TULSA

Legal Aid Services of Oklahoma (LASO) is searching for an experienced Paralegal/Administrative Assistant (PAA) to work in the **Family Representation Advocacy Program** in Tulsa, Oklahoma. The PAA will work closely with the Executive Director and the Executive team and be primarily responsible for supporting the Family Representation Advocacy Program's Executive team and will report to the Executive Director.

The Family Representation Advocacy Act enacted into law on June 2, 2023, established the Family Representation Advocacy Program (FRAP) within the Administrative Office of the Courts. The purpose of the FRAP is to ensure uniform and high-quality legal representation for children and indigent parents, legal guardians and Indian custodians in deprived child actions brought by the state pursuant to the provisions of Section 1-1-101 et seq. of Title 10A of the Oklahoma Statutes.

The FRAP will ensure that all parents, legal guardians, and Indian custodians who are entitled to court-appointed counsel and all children are appointed counsel who have training, support and access to resources to provide uniform and high-quality legal representation. The contractors of the FRAP play a critical role in achieving the best outcomes for children in child welfare cases by providing social work support to assist families in healing, protecting the legal and due process rights of parents and children, presenting balanced information to the courts, and promoting the preservation of family relationships.

The FRAP will implement interdisciplinary legal defense statewide for qualified parents, legal guardians, Indian custodians and children. Interdisciplinary legal defense is defined as an attorney, social worker, and/or mentor working together on a team to represent their client. High quality legal representation is defined as interdisciplinary representation. Our goal is to protect our clients' rights, reduce the harm of family separation and prevent or minimize the time a child spends in foster care.

The PAA will play a critical role in supporting LASO's implementation of providing high quality legal representation to all parents, legal guardians, and Indian custodians who are entitled to court-appointed counsel and all children.

The PAA will provide administrative and paralegal support to the Executive Director and Executive Team.

Job Description

This position is responsible to provide a broad range of administrative support which may include logistical event planning as well as undertaking legal and interdisciplinary team research, drafting documents, and some data entry into case management software LegalServer. This

position does not have direct client contact.

Requirements

- High School diploma or equivalent
- Previous legal administrative assistant experience and paralegal experience, certification in paralegal studies, or other law or related studies preferred.
- Proven knowledge of operations, practices and procedures of relevant courts and administrative agencies and legal research ability preferred.

Responsibilities

- Supporting the Executive Director and Executive Team with various administrative tasks and commitment to supporting interdisciplinary representation of children and parents.
- Preparing legal documents, administrative documents and other written materials as needed by the Executive team.
- Assist in training and/or cross-training of other staff members or contractors.
- Attend training in relevant substantive and procedural law areas as set forth in an approved training plan or as directed by the Executive team.
- Conduct legal research and provide assistance to the Executive team as needed, including the preparation of summaries and recommendations regarding assigned questions.
- Prepare reports as required by LASO, or other relevant funders
- Entering appropriate information into the computerized case management system, LegalServer.
- Represent LASO and the FRAP in a professional manner to community groups and civic organizations.
- Conduct community education programs for groups on their rights, the services provided by the program, and other resources within the justice community.
- Attend program meetings, including serving on statewide committees and participating as needed in state planning.
- Promote the program's efforts to involve the private bar in delivering services to eligible clients or providing other resources.
- Demonstrate knowledge and expertise of the law and legal system.
- Embrace and support LASO's overall mission and uphold all standards, policies, grant requirements, procedures and confidentiality guidelines.
- Perform other duties and projects as required by the Executive Director.

Desirable

- Experience in child welfare and/or other relevant legal matters.
- OKDHS policies and state law pertaining to child abuse and neglect.

Knowledge, Skills and Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal skills, ability to work well with a wide range of people.
- Excellent organizational and time management skills; ability to perform multiple tasks.
- Demonstrate dependability through good attendance and adherence to timelines and schedules.
- Must follow through on projects and deliverables.
- Strong analytical skills.

- Strong problem-solving skills.
- Demonstrate resourcefulness and ability to take initiative in development and completion of projects.
- Work well under pressure and exercise tact in trying situations.
- Establish and maintain effective working relationships with attorneys, courts, and community stakeholders.
- Strong sense of community service.
- Compassionate and respectful work supporting contractors who have clients in crisis.
- Operate a variety of office equipment and software including copier, mail machine, word processing, spreadsheets, databases, PowerPoints, Outlook, Microsoft products such as Teams and LegalServer.
- Able and willing to continue professional development.

Physical Requirements

This work is sedentary and requires the following physical activities:

- Sitting for long periods of time; occasional bending, squatting, kneeling, stooping; good finger dexterity; frequent repetitive motions; and the ability to speak and hear; or the ability to perform essential job functions with reasonable accommodation.
- Frequent lifting (up to 25 pounds of paper supplies or minor office equipment).

Working Conditions

- Normal office environment.

Travel

- Travel throughout the State of Oklahoma will be required. Travel for conferences and training may also be required.

Application Instructions

- Interested applicants should submit a cover letter detailing qualifications and experience for this position, a resume, and a list of three professional references to tara.zinn@laok.org by June 6, 2024.

NOTE: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.

LASO is an Equal Opportunity/Affirmative Action Employer