

## **Job Opening at Centre Safe**

### **Paralegal /Legal Assistant**

Full-time, non-exempt position, \$15.45 - \$17.00 per hour + excellent benefits

The paralegal provides legal and clerical support to the attorneys in the Civil Legal Representation Project (CLRP) as they represent victims of domestic and sexual violence and/or stalking. This position also provides direct support to clients who are victims of domestic and sexual violence and/or stalking, including offering relevant legal information.

#### **Qualifications:**

- Paralegal or legal assistant certificate or degree.
- At least one year of paralegal/legal assistant experience in a litigation/family law practice or public interest law firm preferred.
- Excellent writing, proofreading, and professional telephone skills.
- The ability to communicate with diverse clients.
- Valid driver's license and reliable motor vehicle transportation.
- Must obtain and maintain required Child Abuse and FBI clearances.
- Must successfully complete the organization's Volunteer Advocate Training post-hiring.
- Computer proficiency at a basic level including the ability to conduct website searches, navigate through programs and multiple screens, perform data entry, and use common word processing, email, calendar, and spreadsheet programs (Microsoft Office programs preferred).
- Experience with Westlaw or similar legal applications preferred.

Full job description available.

**To be considered for employment, please submit resume, cover letter, and three references to:**

Centre Safe  
Hiring Committee  
140 W. Nittany Ave.  
State College, PA 16801

or [employment@centresafe.org](mailto:employment@centresafe.org)

Incomplete submissions may not be considered. Review of resumes will begin immediately.

Resumes will be accepted until **November 30** or until the position is filled.

Centre Safe is an Equal Opportunity Employer and is committed to the development of a diverse workplace.