



LEGAL ASSISTANT – HOUSING PRACTICE

Queens Defenders is seeking a legal assistant to join a dedicated team of attorneys, paralegals, housing advocates and navigators to provide 1,500 individuals facing eviction with free, high-quality legal and holistic representation in Queens Housing Court.

ABOUT QUEENS DEFENDERS

Founded in 1996, Queens Defenders is a leading Public Defender Organization providing high-quality, holistic representation for indigent community members in Queens, NY - New York City's most diverse borough and one of the most diverse locales in the world.

We give life to our mission through our core values: a commitment to fostering an inclusive, diverse, and professional environment; relentless in our pursuit of justice; unwavering in our commitment to excellence in the courtroom and in the community; client-centered and holistic in our representation, advocacy, and support services; respectful of the individuals with whom we interact.

At Queens Defenders, dedicated teams of criminal defense attorneys, immigration lawyers, housing attorneys, social workers, investigators, legal assistants and client-support specialists come together to tirelessly champion justice for each and every client. Our highly skilled staff of 290, serves and positively impacts the lives of thousands of individuals annually through this collaborative and supportive approach.

IDEAL CANDIDATE

The ideal candidate for the position of legal assistant is hard working, dedicated, and flexible and committed to assisting vulnerable clients facing eviction and other housing issues. The candidate will be willing and able to provide significant support to a team of attorneys, legal assistants, and housing advocates/navigators. A background in administrative work and proficiency with Microsoft Office Suite is preferred. The candidate should demonstrate a commitment to the mission of Queens Defenders. We are seeking individuals with strong self-motivation, and excellent interpersonal, communication, and organizational skills. A commitment to producing high-quality work in a timely manner is essential.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Provide confidential support to a team of attorneys, social workers, paralegals, and housing advocates and navigators
- Communicate with clients on behalf of attorneys and social workers
- Draft and edit correspondence with clients and government agencies
- Maintain a caseload database
- Work collaboratively with a supervising attorney, social workers, paralegals, and housing advocates and navigators to ensure holistic, high-quality representation

QUALIFICATIONS

- Bachelor's degree preferred, but not required
- Excellent oral and written communication skills
- Ability to work in a fast-paced environment, including a managing a high volume of work, and remain calm under pressure
- Ability to work with highly confidential and privileged information
- Ability to work independently and collaboratively as a team
- Highly proficient with Microsoft Office, including Excel, and other computer programs
- Excellent organizational skills
- Proficiency in languages other than English is desirable, but not required
- Commitment to protecting the rights of low-income clients

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Queens Defenders values diversity and believes that a diverse staff is best placed to represent our borough, which derives its beauty from being one of the most diverse locales in the world. To best serve our clientele, model the place in which we practice, and to cultivate the best environment possible, we welcome applicants of diverse backgrounds, thoughts, perspectives, and experiences. We also provide all staff members with professional development and advancement opportunities because the more diverse and inclusive we are the more collaborative and supportive we are. For more information about our office generally, please visit our website at www.queensdefenders.org.

SALARY

\$64,000

BENEFITS

Queens Defenders believes in attracting and retaining exceptional talent committed to serving our clients. Benefits include: health insurance (including dental and vision insurance), FSA/HSA, generous paid time off, parental leave, disability and life insurance, and 401 (k) contributions.

HOW TO APPLY AND REQUIRED DOCUMENTS

Please submit a **cover letter** and **resume** to Kathleen Rende and Karan Kukreja, Co-Directors of Recruitment and Hiring at recruitment@queensdefenders.org. For more information, please visit our the “Careers” tab on our website: <https://queensdefenders.org/>.

As an Equal Employment Opportunity (EEO) Employer, Queens Defenders prohibits discriminatory employment actions against and treatment of its employees and applicants for employment based on actual or perceived race or color, size (including bone structure, body size, height, shape, and weight), religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, gender identity (one’s internal deeply-held sense of one’s gender which may be the same or different from one’s sex assigned at birth); gender expression (the representation of gender as expressed through, for example, one’s name, choice of pronouns, clothing, haircut, behavior, voice or body characteristics; gender expression may not conform to traditional gender-based stereotypes assigned to specific gender identities), disability, marital status, relationship and family structure (including domestic partnerships, polyamorous families and individuals, chosen family, platonic co-parents, and multigenerational families), genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest, or pre-employment conviction record, credit history, unemployment status, caregiver status, salary history, or any other characteristic protected by law.