



MICRONESIAN LEGAL SERVICES CORPORATION

JOB VACANCY ANNOUNCEMENT
PARALEGAL - GUAM

Feb 2024

Micronesian Legal Services Corporation (MLSC) seeks to increase access to justice throughout Micronesia, through a network of regional offices in the Marshall Islands, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, the Republic of Palau, and Guam.

MLSC staff provides free legal services and advocacy in civil matters to people of limited financial means; conducts community outreach and education; and collaborates with others to strengthen our communities.

MLSC is seeking applications for the position of **Paralegal**, who will work at our office on **Guam**, which is located on the 9th Floor of the DNA Building in Hagatña.

Qualifications:

- Shall have such training, background, and interests so that the applicant, under attorney supervision, can assist MLSC clients with basic legal matters and engage in community outreach and education efforts.

Duties Include:

Under the supervision of the office's Directing Attorney,

- Interview applicants and clients, assess their needs and their legal issues;
- Make referrals, submit invoices, and provide brief services;
- Guide clients through forms, submissions, and other procedures;
- Participate in office decisions regarding case acceptance;
- Manage an active caseload and updated records in a case management system;
- Investigate facts and research the law;
- Prepare pleadings, motions, other legal documents;
- Negotiate on behalf of clients when appropriate;
- Assist in the guidance of interns;
- Conduct outreach and community education;
- Participate in community liaison activities.
- Perform related duties as required.

Compensation and Benefits:

Annual salary from \$31,411 to \$51,459, depending on experience, and generous benefits including retirement, health insurance, and leave.

To apply:

Please submit a resume and cover letter addressed to MLSC's Directing Attorney, Matthew Wolff, via email: guam@mlscnet.org.

This position is open until filled.