

Job Title: Paralegal / Legal Intern

Pay Range: \$17.38 to \$33.25 hourly depending on experience

Company: Alameda County Child Support Services Legal Division

Location: 5669 Gibraltar Drive, Pleasanton, California, 94588

Hours of Work: This position requires a minimum of 32 hours per week, Monday – Friday

Description of the Company:

At Alameda County Child Support Services, we are dedicated to supporting families in our community by providing quality child support services to parents for the care and well-being of their children. We believe our work has a profound impact on the families and children we serve.

The Legal Division is currently seeking a passionate individual who strives to work in a legal environment and brings a focus and strong interest in family law. Join our legal team who have strong knowledge in family law and deep expertise in child support. Our department values integrity, service excellence, open communication, growth and development, collaboration, and innovation. We actively invest in staff to support their long-term growth so they can continue to advance our mission and achieve the highest service excellence to our customers. We lead with inclusion and empower our diverse team to do their best work as their most authentic selves.

Description of the Job:

The paralegal / legal intern will be exposed to a vibrant inclusive culture and immersed in a dynamic and collaborative legal environment. You will work closely with child support attorneys and other paralegal professionals in a fast-paced, high-volume legal department. The following is a description of the responsibilities that are performed under general supervision, and at times independently:

- Conduct project-specific legal research and analysis
- Prepare and disseminate results of analysis and make recommendations
- Participate in child support case analysis and research
- Collaborate with other legal team members and child support professionals
- Evaluate legal issues and draft legal briefs, memoranda, declarations, and motions
- Assist with tasks pertaining to child support cases
- Apply skills and knowledge learned in the classroom to on-the-job experiences
- Comprehensive, value-added project(s)
- Assist child support attorneys in court hearings
- Conduct customer interviews and provide legal support

Eligibility:

Candidates should either:

- be completing a JD degree or preparing for the CA BAR exam and with an interest in pursuing a legal career
- have obtained a paralegal certificate and am interested in working in a legal office
 - A paralegal Certificate is desired

Desired Skills and Abilities:

- Passionate about serving the public focusing on a legal career in family Law
- Excellent verbal and written communication, and presentation skills
- Professionalism and legal acumen
- Proofreading and editing skills
- Strong legal research abilities
- Well organized with attention to detail
- Proactively ensures work is accurate and error-free

- Self-motivated and aptitude to learn and apply information quickly
- Positive attitude and work ethic
- Ability to provide practical guidance based on the law
- Working knowledge of basic office tools (Outlook, Microsoft Teams, Office 365, Zoom, Westlaw, Lexis, etc.,)
- Strong working knowledge of LexisNexis and Westlaw research system
- Candidates who are bilingual in English and another language are highly encouraged to apply

Special Requirement:

A thorough background investigation including fingerprinting will be conducted on all candidates who have accepted a conditional offer of employment to ensure suitability for child support related work. A felony conviction may be disqualifying.

How to Apply:

Please email your resume and a writing sample of a recent legal brief or memoranda to Angela Zhang at Angela.Zhang@acgov.org.