

Camp Foster Legal Assistance Office - HELP WANTED

The Marine Corps Legal Assistance Program promotes increased readiness of service members and enhances the morale and quality of life for military personnel, their dependents, and other eligible persons, through provision of free, high quality attorney advice, outreach programs, referral services, and vigorous preventive law activities. Legal Assistance Offices handle issues that include domestic relations, estate planning, consumer law, military rights and benefits advice (e.g., Servicemembers Civil Relief Act (SCRA)), immigration advice and assistance, and notary services.

The Camp Foster Legal Assistance Office is looking for volunteers who have an interest in the field of Law. Your volunteer work experience may even assist you in obtaining Paralegal credentialing, however, you MUST conduct your own research regarding credentialing requirements. A helpful website is: <http://www.paralegaledu.org/certification/>.

Requirements to apply:

An applicant must be 18 years of age or older; provide proof of completion of High School (Diploma, GED); have completed at least two years of college education OR previous experience in an office setting; be available to work at least ten hours a week (two five hour shifts) for a minimum of six months; have an interest in a career as a Paralegal or considering attending Law School; and, be able to pass a background check.

Qualified applicants should also possess strong work ethic and good moral character; an ability to multi-task and prioritize assignments while delivering consistent, quality work-product; have a strong attention to detail; and, display exceptional written and verbal communication skills.

Responsibilities:

Duties of a Volunteer Paralegal include, but are not limited to, researching case relevant materials; drafting estate planning and domestic relations documents; drafting correspondence to include letters, e-mails, interoffice, and legal memoranda; participate in Client Interviews (with Client's consent); manage and orchestrate essential office operations including answering telephones, assist clients and customers, maintain client files and confidentiality; conduct Notary services under the authority of 10 U.S.C. § 1044a; and, any additional tasks assigned by the Regional Legal Assistance Director of the Legal Assistance Office.

For further inquiry, contact:

Legal Assistance Office
Brittany Young, Volunteer Program Manager
DSN: 645-1037

*This volunteer opportunity is no guarantee of a future paid position