



Paralegal, Civil Legal Unit

Full-Time | Hybrid | 35 hours

The Connecticut Veterans Legal Center (CVLC) is seeking an experienced paralegal with strong legal writing and editing skills to join our Civil Legal Unit. This role is ideal for someone who has supported litigation and is comfortable preparing initial drafts of briefs, motions, and other legal documents under attorney supervision. The areas of practice include, but are not limited to, housing, Veterans benefits, child support, public benefits, and consumer law/credit defense.

About CVLC:

We are a dynamic group of client-centered advocates. The results we get for our veterans are some of the best in legal aid, and we all play a part in making that happen. We are collegial and collaborative; we all pitch in as needed. Our teamwork is a hallmark of our organization. CVLC is the first legal aid program in the country to form a medical-legal partnership with the VA. This partnership integrates legal help into VA mental health, housing and addiction services. Our work occurs where veterans law intersects with economic and racial justice, human rights, and mental health.

Primary Roles & Responsibilities:

- Responsible for monitoring dockets and preparing CVLC's electronic and paper filings in various venues on behalf of clients in state court, administrative agencies, and federal court in an accurate, organized and timely manner.
- Manage assignments and deadlines across multiple attorneys, communicating early when priorities conflict.
- Communicating with clients, volunteer attorneys, opposing counsel, community partners, and court clerks regarding open matters, including drafting, proofreading, scanning, faxing and mailing outgoing correspondence letters, short memos, and court documents.
- Collecting client records and releases.
- Entering and maintaining accurate data in the case management system.
- Prepare initial drafts of briefs, motions, factual summaries, and other legal documents under attorney supervision.
- Edit drafts for clarity, organization, grammar, and consistency; flag gaps or inconsistencies for attorney review.
- Responsible for monitoring dockets and preparing CVLC's electronic and paper filings in various venues on
- Working with other CVLC practice groups to support and back-up other team members, and

- Other duties as assigned.

Qualifications for the Role:

- **You have a commitment to justice:** You care about expanding access to legal services and supporting veterans facing financial hardship, disability, and other barriers to stability.
- **You have substantive paralegal experience:** You have supported attorneys in litigation or administrative proceedings, managed multiple dockets, and prepared court or agency filings. You can organize competing assignments, track deadlines, and communicate early when priorities conflict. Experience in Housing, Public Benefits, Social Security disability, or federal practice is a plus, but not required.
- **You work well with others:** You collaborate with attorneys, fellow staff, and community partners, including clinicians, social workers, and housing specialists. You follow through on commitments, welcome feedback, and ask for clarification when needed.
- **You are a strong writer and editor:** You have experience drafting and editing briefs, motions, and other legal documents under attorney supervision. You can organize facts, verify citations and references to the record, and flag missing information or inconsistencies for attorney review.
- **You are flexible and comfortable with technology:** You are adaptable and comfortable with technology: You can work independently in a paperless environment using electronic filing systems, case management software, and document-editing tools. Experience with Salesforce and Dropbox is preferred, along with a willingness to learn new systems.
- **You approach clients with patience and respect:** You are comfortable communicating by phone and in person with clients from varied backgrounds, including older adults and people with disabilities. You can explain next steps clearly and adapt your communication to each client's needs, including helping clients navigate electronic documents and processes.

Compensation:

Salary is assigned via a step scale based on experience and competitive in relation to other legal aid programs. **Salary range is from \$50,000 to \$75,000.** We also offer generous benefits, including health, dental, vision, and life insurance; a 403(b) retirement plan; paid time off and sick leave; and a family-friendly workplace.

Studies have shown that women, members of the LGBTQ+ community, and Black, Indigenous, People of Color (BIPOC) individuals are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description; despite the reality that applicants rarely ever meet 100% of the qualifications. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the role. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

To Apply:

Please submit a resume, cover letter, and a legal writing sample of approximately 3–5 pages to applicants@ctveteranslegal.org. A brief, motion, or legal memorandum excerpt is preferred. Please describe your contribution to the sample, including any attorney editing, and remove confidential or identifying information. An academic or hypothetical sample is welcome if professional work cannot be shared.