

Job Title: Paralegal

Organization: Time Served (Nonprofit Legal Aid Organization)

Location: Greenville, SC (In-office, full-time)

Time Commitment: Full-time

Salary: \$45,000 - \$55,000 annually, based on experience and skills.

Job Description:

Time Served, a nonprofit legal aid located in Greenville, SC, seeks a full-time in-office paralegal to join our team. The Paralegal assists Time Served attorneys with case management, legal research, drafting, and client communication. The Paralegal will also perform administrative support work as required under the supervision of an Attorney. The ideal candidate is organized, proactive, and passionate about social change.

This position may require participation in outreach activities statewide.

Minimum Qualifications:

- Bachelor's degree or paralegal certification.
- At least 1-2 years of experience in a similar role.
- Proficient with Microsoft Office, Adobe, and Google Workspace.
- ***Diverse and/or system-impacted individuals are strongly encouraged to apply.***

Competencies (preferred but not required):

- Understanding of and experience with the S.C. Courts Public Index and other public information platforms.
- Knowledge of South Carolina criminal procedure, including post-conviction legal mechanisms such as expungement, pardon, PCR, and more.
- Knowledge of format and use of legal instruments and documents.
- Knowledge of basic office practices.
- Knowledge of legal terminology, court systems, and legal procedures.
- Ability to handle numerous tasks concurrently.

Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Prepares tentative drafts, letters, memoranda and legal documents for use in the preparation of opinions, reports, briefs, and other papers or legal documents.
2. Prepares drafts of pleadings, motions and discovery documents in connection with cases; attends hearings as requested.
3. Assists in the preparation of drafts of findings of fact, conclusions of law and orders based on the evidentiary record.
4. Conducts investigation of limited scope to obtain facts; studies legal precedents and prepares recommendations.
5. Conducts legal research in various areas assigned.
6. Obtains legal reference materials and files legal documents.

7. Performs other secretarial duties such as scheduling appointments, providing information to callers, composing and typing routine correspondence, and reading and routing incoming mail and e-mails.
8. Interviews applicants, clients and witnesses.
9. Refers clients and advocates to non-legal resources available in the community.
10. Coordinates service of petitions and subpoenas in cases as directed by Time Served attorneys.
11. Completes special assignments relating to legal actions as assigned.
12. Maintains accurate follow-up system to review cases when appropriate.
13. Keeps informed of new rules, regulations, and legislation pertinent to the organization.
14. Confers with supervising attorney before engaging in any course of action on a case.
15. Performs other administrative-related tasks and duties as directed by attorneys or management.

Benefits:

- Competitive nonprofit salary (\$45,000 - \$55,000 annually).
- Health insurance.
- Paid time off and holidays.

Application Instructions:

Please submit your **resume** and **cover letter** to Megan Powell, Deputy Director, at mpowell@tsscnow.org with the subject "Paralegal Application – [Your Name]."

About Us:

Time Served is a nonprofit legal aid organization whose mission is to improve the lives of currently and formerly incarcerated South Carolinians through direct legal services, policy advocacy, and litigation, and to dismantle extreme sentencing in South Carolina, with a particular focus on vulnerable populations whose criminal system involvement was rooted in part in other traumas and injustices they had experienced.

We provide pro bono civil legal services for individuals who have legal matters that stem from their South Carolina criminal record and/or criminal legal system-involvement.