

TIME SERVED

(864) 546-5060 | www.timeserved-sc.org



Office Address
222 Rutherford St.
Greenville, SC 29609

Mailing Address
P.O. Box 615
Taylors, SC 29687

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.

To apply for this position, please email Deputy Director Megan Powell (MPowell@tsscnw.org) a copy of your resume and cover letter.

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 intake coordination, 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 detail-oriented, organized, proactive, works best in a fast-paced, high-volume office, and is passionate about our mission.

This position may require participation in outreach activities statewide.

Minimum Qualifications:

- Bachelor's degree or paralegal certification.
- 2-3 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.

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1. Coordinates and maintains Time Served's intake pipeline, including but not limited to the following duties: assigning prison/jail mail to volunteers for review; conducting intake phone interviews with potential clients; maintaining a weekly case decision meeting document to track applicants; conducting initial follow-up work following weekly case decision meetings.
2. Assists with the progression of cases through closing as directed by Time Served attorneys.
3. Prepares tentative drafts of expungement and pardon applications, parole and pardon packets, client letters, memoranda and legal documents for attorney review.
4. Prepares drafts of pleadings, motions and discovery documents in connection with cases; attends hearings as requested.
5. Conducts investigation of limited scope to obtain facts; studies legal precedents and prepares recommendations.
6. Obtains legal records and reference materials, files and coordinates service of pleadings, motions, etc. as directed by Time Served attorneys.
7. Performs other administrative and 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. Refers clients and advocates to non-legal resources available in the community, as appropriate.
9. Completes special assignments relating to legal actions as assigned.
10. Confers with supervising attorney before engaging in any course of action on a case.

Benefits:

- Competitive nonprofit salary: \$45,000 - \$55,000 annually.
- Health insurance: medical, dental, and vision, with 50/50 contribution for employees.
- Generous paid time off and holidays.

About Us:

Time Served is a nonprofit legal aid organization whose mission is to rebuild lives, restore freedoms, and reunite individuals deeply impacted by the criminal justice system through compassionate legal advocacy and thoughtful systemic reform.

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.