LEGAL SERVICES of NORTHERN CALIFORNIA

JOB ANNOUNCEMENT
(Please Post)

Intake Specialist or Paralegal
Sacramento County Office
Full-Time/Permanent

To Apply: Send cover letter describing interest in the position, résumé, and three professional references (including name, title, telephone number and email address) to:

Martha Valles – Office Manager
Legal Services of Northern California - Sacramento
515 12th Street
Sacramento, CA 95814
mvalles@lsnc.net
If sending application via email, please attach materials as a single PDF.

Priority Application Deadline: November 20, 2026

Preferred Start Date: December 16, 2026

Office Location: Sacramento

Organization Description
Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal services to low income individuals, older adults, and people with disabilities in 23 northern California counties. LSNC has eight field offices and several special projects. Sacramento County is home to more than 200,000 individuals at or below the federal poverty line and more than 157,000 seniors. The Sacramento County office provides information, advice and representation to low-income and senior Sacramento County clients with housing, public benefits, health access, elder law, and civil rights issues.

Responsibilities
Under the supervision of the managing attorney of the Sacramento County office, the intake specialist or paralegal will conduct intake interviews in person and via telephone with prospective clients, provide legal information and referral assistance and, convey attorneys' legal advice in a variety of civil legal matters; the paralegal will provide legal assistance, oral and written advocacy on a range of civil legal matters including housing, public benefits, elder law, and health law. Frequent travel in Sacramento County and occasional travel in other parts of LSNC's service area.

Qualifications

Knowledge: Poverty law, interviewing techniques, computer research methods, community resources, and counseling methods.

Skills: Excellent reading and comprehension skills; strong oral and written communication skills; ability to analyze, develop and implement work plans; ability to work independently and accept supervision; ability to use the phone in a professional and courteous manner; ability to take notes and document activities in an organized manner; ability to relate to and communicate with the client community and community organizations; good listening skills and ability to make the client feel at ease during the interview; ability to evaluate, assess, and make proper referrals.

Education/Experience: Two years of college education, or two years prior significant experience providing direct service to low-income persons, older adults or other underserved communities strongly preferred. An ability to relate to the client community and communicate with clients; bilingual in English and another language commonly spoken in our client communities preferred but not required. Paralegal only - Qualified paralegal under California Business and Professions Code.

Salary: $4,000 (Step 1, Intake Specialist) to $4,996 (Step 10, Intake Specialist) per month, DOE
$4,166.67 (Step 1, Paralegal) to $5,605 (Step 7, Senior Paralegal) per month, DOE
See LSNC's Policy on Salary Scales and Scale Placement at www.lsnc.net/jobs

Benefits: Legal Services of Northern California offers an excellent fringe benefit plan.

LSNC provides a bilingual bonus for employees who speak a second language, other than English, commonly spoken by clients when the second language is used on the job for which the person is employed.

LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER THAT VALUES THE DIVERSITY OF ITS STAFF AND SEEKS TO FOSTER A CULTURE OF INCLUSIVITY AND BELONGING. LSNC ENCOURAGES WOMEN, NON-BINARY AND TRANSGENDER PEOPLE, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, PANSEXUAL AND QUEER PEOPLE TO APPLY.