

We offer competitive salary, great benefits, and work that matters to our community.

The Organization

Seattle Housing Authority (SHA) is a growing, innovative, and mission-driven Agency based in Lower Queen Anne, Seattle. We are committed to advancing housing equity throughout the city, and creating a supportive, inclusive workplace for the 650+ employees who propel SHA's mission forward every day. Through our work, we expand housing opportunities for all, cultivate strong communities, and improve quality of life for our citizens and neighbors. We are best known for centering care and respect in our relationships with clients and leading with a deep commitment to race and social justice equity.

SHA's passionate and talented workforce have elevated the organization into a nationally recognized leader in housing and development. We believe in a workplace where "everyone" means "everyone," and creating an environment where employees can do their best work is the right thing to do. SHA fosters an inclusive culture where employees are celebrated for being exactly who they are and valued for their unique perspectives shaped by their lived experiences. SHA employees enjoy competitive pay and holistic benefits, flexible and alternative work arrangements, robust learning and development opportunities, career development, employee assistance program, and several affinity groups to help staff feel connected to themselves and their peers.

Every now and then self-assurance holds us back from chasing opportunities. Studies have shown that women and people of color are less likely to apply for their dream job if they don't meet every qualification. At Seattle Housing Authority, we are dedicated to building a diverse, inclusive, and authentic workplace that celebrates your identity and the background you bring with you. We don't believe there's only one 'perfect' candidate and encourage you to apply even if you don't meet every qualification. You may just be the candidate we're looking for!

The position:

We are seeking to fill a **Paralegal** position to provide support to assigned departments by researching, writing, reviewing, and preparing vital information related to legal matters and complex real estate transactions; may research and draft basic motions and complex pleadings; may assist with discovery, document review, witness coordination, and general preparation for trial, mediation or arbitration; may review agency records to support production in response to public records requests, union requests, answers to civil rights complaints; and discovery requests.

The **Paralegal** will be paid, **\$30.56 - \$45.84 per hour D.O.E, Knowledge, Abilities.**

The ideal candidate has:

- **Proof of vaccination on first day of employment.** Please read our [vaccination policy](#).
- Bachelor's degree in a directly relevant field plus at least five years related experience and/or training, preferably with a law firm or in a substantially similar environment; or equivalent combination of education and experience. Paralegal certification desired.
- Valid Washington state driver's license with an insurable driving record

What will you be doing?

- Prepare or review legal documents to include demand letters, briefs, pleadings, appeals, contracts, deeds, deeds of trusts, title reports, closing statements, promissory notes, commercial and residential leases, articles of incorporation, partnerships, limited liability companies, purchase, and sale agreements, closing papers and binders, for approval.
- Conduct legal research as appropriate.
- Index, file and maintain original legal documents and other correspondence.
- Serve as a liaison between the SHA and other various departments and external parties.
- May act as law librarian ensuring and maintaining currency of legal materials and resources.
- Schedule appointments, provide information to callers, compose routine correspondence, and route incoming mail.
- Develop and support communication plans, trainings, and tracking processes to ensure completion of initiatives and work plans. Work respectfully and courteously with other employees, follow directions, and work well under stress.
- Perform related duties as assigned.

For additional information on the job, please see the [full posting](#).

For information on our hiring practices, see our [diversity policy](#) and [equity policy](#).

To apply for this role please [click here](#)