



ENERGY UNIT PARALEGAL

CLS is seeking a full-time Energy Unit paralegal. The Energy Unit advocates zealously so that people have access to affordable water, heat, and electricity in their homes. The Energy Unit uses a cutting-edge, varied toolkit to increase access to affordable utility service for low-income Philadelphians, engaging in client representation, strategic litigation, multi-party administrative litigation, administrative and legislative advocacy at all levels of government, and media outreach and strategic communications. We also serve as Philadelphia's Public Advocate in some utility issues, protecting the interests of consumers in rate setting and other proceedings.

JOB DUTIES AND RESPONSIBILITIES:

The job duties and responsibilities necessary for this position include:

- Interview Energy applicants over the telephone and/or in person.
- Provide advice and representation to the Unit's clients.
- Maintain a large number of client files under the supervision of attorneys in the unit.
- Negotiate affordable payment terms and resolution of utility disputes with PWD, PECO, and PGW, including communication with utility liaisons and advocating in writing on behalf of clients.
- Provide representation in informal disputes at the utility level.
- Prepare client cases for hearings before the Philadelphia Water Department, Tax Review Board, Office of Administrative Review, and Pennsylvania Public Utility Commission.
- Help clients compile convincing evidence and assist witnesses with the preparation of oral and written testimony.
- Conduct community education and training.
- Provide advice to clients under the supervision of attorneys.
- Attend quarterly utility advisory committee meetings, as needed; and
- Policy advocacy is also possible.

In addition to the duties listed above, the Energy Unit paralegal will:

- Strategically evaluate the available legal options/resources to preserve access to utility service for as long as possible.
- Develop substantive experience in Utility law.
- Review relevant statutes, regulations, and utility tariffs when assessing the merits of clients' disputes.

The ideal candidate will have the following skills and abilities:

Center City Office: 1424 Chestnut St. | Philadelphia, PA 19102-2505 | Telephone: 215-981-3700 | clsphila.org
North Philadelphia Law Center: 1410 West Erie Ave. | Philadelphia, PA 19140-4136 | Telephone: 215-227-2400



- Ability to use the Internet to assist with case investigations.
- High tolerance for interaction with bureaucracies.
- Ability to deal with a high volume of direct client interaction.
- Knowledge of other community resources for appropriate referrals.
- Client interviewing skills, obtaining the relevant case facts and drafting thorough notes, emails and letters.
- Ability to negotiate favorable outcomes for clients.
- Compassion and understanding for clients who are often dealing with significant levels of stress.
- Ability to learn a large volume of complex material quickly, initiative, strong interpersonal skills and ability to interact well in a multi-cultural environment.
- Willingness and motivation to assist on substantive cases and administrative matters.

POSITION REQUIREMENTS:

- A High School Diploma or a GED is a minimum requirement.
- Strong writing skills
- Computer literacy
- Fluency in writing and speaking a language other than English, preferably Spanish, is strongly preferred, but not required.

To Apply: CLS will accept applications on a rolling basis until the position is filled. But applicants should apply by **Tuesday September 9, 2025** to receive first round consideration. You can submit your application on CLS's website online at <https://clsphila.org/careers/> **OR** <https://clsphiladelphia.applytojob.com/apply/E6Ani9xPgr/Energy-Unit-Paralegal>

What to Include in your application: Please include a cover letter, resume, three professional references (at least two being past or current supervisors) **identifying your relationship**, and one brief writing sample (10 pages or less).

Community Legal Services, Inc. welcomes applicants of all backgrounds to apply, and particularly encourages people who have experienced poverty or housing instability, people of color, people who identify as LGBTQ, people with disabilities, and people who have had prior contact with the juvenile, criminal, or child welfare systems to apply.

CLS invites all applicants to include in their cover letter a statement about how your unique background and/or experiences would motivate you to work toward CLS's mission and would



contribute to the vitality and perspective of our organization.

Compensation: This is a full-time position covered by the collective bargaining agreement between CLS and the National Union of Hospital and Health Care Employees, AFL-CIO and its affiliate District 1199C. **The current minimum starting salary is \$47,410 for entry-level applicants, which increases with relevant years of experience** and according to the provisions

of the current collective bargaining agreement. **CLS asks for a minimum two-year commitment from individuals who accept an offer of employment for a paralegal position.**

Benefits: CLS offers a very generous and competitive benefits package including 100% employer paid medical (including gender affirming care), life, and short/long-term disability benefits, a 403(b)-retirement plan with employer contribution, and a generous leave package, including 13 paid holidays and five personal holidays each year.

Community Legal Services, Inc. is an equal opportunity employer and welcomes applicants of all diverse backgrounds to apply. CLS does not discriminate in the selection of employees on the basis of race, color, religion, gender, sexual orientation, sexual identity, genetics, age, national origin, disability, or veteran status. In addition to federal law requirements, CLS complies with all applicable state and local laws governing nondiscrimination in employment.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall and transfer, leaves of absence, compensation, and training.