

OPPORTUNITY:
Paralegal and Legal Assistant Employment Opportunities

The U.S. Small Business Administration (SBA) is preparing to process a significant number of disaster loan applications related to Hurricanes Harvey and Irma. Because SBA is one of the Federal government's key sources of money to help homeowners, renters, businesses, and non-profit organizations recover from disasters, we are looking to hire additional temporary staff to aid in our efforts. The SBA is looking for **lawyers, paralegals, and legal assistants** to help us meet the demand caused by the historic hurricane season.

Qualifications: We are looking for individuals with a background in law, including attorneys, paralegals, and legal assistants. These positions require individuals to be able to perform one or more of the following functions, including but not limited to: speak with borrowers and prepare associated legal documents, review closing documents, and validate deeds and collateral. While a background in these areas is useful, training on all required tasks will be provided by SBA Staff.

Location: While it is anticipated that personnel will be located in one of our 3 processing centers in Sacramento, CA, Dallas, TX, or Buffalo, NY; (SBA is exploring additional locations.) If this is of interest please apply through this link: [Hurricane Employment](#).

Anticipated Activities: The individuals would be part of the SBA Disaster Office "Commitments Team". Tasks would include (1) calling borrowers to follow up on obtaining conditional loan requirements such as: deeds, vehicle registrations, titles, lease agreement, vessel registrations, articles of organization, condominium governing documents, trust/probate agreement, marriage/death certificate; (2) reviewing vesting reports provided by our vesting service to confirm ownership and establish the proper vesting of SBA closing documents; (3) validating and uploading legal descriptions for SBA Disaster Loan collateral properties; (4) counseling with borrowers and rectifying issues with ownership, legal descriptions, or other requirement issues; (5) pulling Deeds from online records services in various counties whenever necessary; and (6) confirming proper signatories on conditional loan documents and collateral documents.

The principal function is to make recommendations to the loan officers, and they would not have final authority. The Commitments Team get involved AFTER contingent approval has been made. Their responsibility is to verify/obtain the proper documents from the borrower. The law firm's relationship would be "anonymous" to the potential borrower. SBA will be the lender for all disaster loans.

Expectations: Commitments Team members would become temporary SBA employees, and as such will be required to meet the following requirements: (1) be a U.S. Citizen; (2) pass a credit and background check; (3) Able to work between 40 to 84 hours a week based upon case load; and (4) Work for a period of no less than 30 days (not including a 7 day training), but will not exceed 180 days. Training and onboarding will take approximately 10 days.

Compensation: The SBA will cover all travel and per diem based on the government rate for every individual. Compensation will be based on each individual's qualifications, skillsets, responsibility, hours, and location. Compensation for attorneys and paralegals will range from \$25.41 to \$39.96 per hour. Overtime (\$38.12 to \$41.97) will be paid for hours over 40 weekly. Compensation for legal assistants will range from \$16.77 to \$27.01 per hour. Overtime (\$25.16 to \$40.52) will be paid for hours over 40 weekly.