

The legal assistant will support DRLC's Litigation Project, which litigates civil rights claims brought by people with disabilities in state, federal, appellate, and administrative courts. The legal assistant is responsible for supporting DRLC Litigation attorneys. The legal assistant also supports co-counsel and volunteers as needed.

Responsibilities:

The Legal Assistant directly contributes to the legal team's efforts by providing litigation support for a team of attorneys and completing administrative and program duties that are necessary for the department. This position focuses on organizing DRLC's litigation cases and preparing various documents for court filing, communications, and case management.

- **Litigation Software & Calendar.** Maintain SharePoint and Practice Panther case files and calendar.
- **Administrative Duties.** Answer phone calls, take messages, send/distribute correspondence, support training and outreach activities, coordinate travel arrangements, communicate with clients, opposing counsel, attorney services, and court clerks.
- **Document Preparation & Court Filings.** Work with attorneys in the preparation and filing of correspondence, case and court documents. Maintain sample files, proofread, format, and finalize all legal documents, including court forms, legal briefs, exhibits, tables, and appendices.
- **Organize Case Documents and Coordinate Service and Receipt of Discovery.** Conduct the Bates-stamping, redaction, duplication, and indexing of documents. Set up and maintain electronic case files (and paper documents as needed) which are organized chronologically, numerically, and/or by subject matter.
- **Motion Practice.** Finalize all relevant documents and exhibits, proofread briefs, organize exhibits, and create document indices in the preparation of motion filing.
- **Conduct Document and Factual Research.** Run searches on internal and external document databases and systems, cull relevant information from a variety of resources such as newspapers, magazines, libraries, case documents, and the internet. Conduct interviews as directed.
- **Prepare for Depositions.** Under attorney supervision, gather and prepare documents relevant to the deponent, organize exhibits, and arrange for and coordinate deposition setup and logistics.
- **Prepare for trial and hearings.** Under attorney supervision, organize exhibits, files and all other supporting documents, case binders, and coordinate trial setup and logistics.
- **Prepare for appellate proceedings.** Under attorney supervision, prepare record, briefs and other documents for filing, assist attorneys in preparation for oral argument, and coordinate logistics.
- **Other duties as assigned**

Requirements:

- College graduate and/or paralegal degree REQUIRED.
- Three years of full-time litigation experience in state or federal courts REQUIRED.
- Knowledge of local, state, and federal court rules and filing procedures REQUIRED.
- High Proficiency with Adobe Acrobat, Word, and Excel REQUIRED.
- Knowledge of Practice Panther, Legal Server and SharePoint preferred.
- Must have access to transportation and a valid California ID.

Salary/Benefits:

- Salary DOE
- Sick leave
- Participation in our retirement 401(k) plan, AFLAC eligibility, and paid parking/transportation
- No other benefits
- 20-25 hours per week
- Possibility of leading to FT employment

Application:

- Signed cover letter describing your interest, relevant experience, and minimum acceptable hourly rate.
- Resume
- College and/or Paralegal School transcript
- Professional references

Open until filled. Send application materials to Anabel Prudencio, Manager of Administration at AP@drlcenter.org. Please state in the subject line: Part-time Legal Assistant and your name.

For more information on the Disability Rights Legal Center and its programs please visit www.thedrlc.org.

DRLC is an equal opportunity employer and persons with disabilities, persons of color, women, and other minorities are strongly encouraged to apply.