



Northern
California

JOB TITLE: Paralegal
LOCATION: Fresno, Sacramento, San Francisco
Application deadline: Open until filled

The Opportunity

The ACLU of Northern California (ACLU NorCal) seeks a paralegal to work full-time with the Legal-Policy Department.

The Approach

Our work is guided by the principles of freedom, equality, and justice enumerated in the Constitution. However, we know that because of historic and systemic racism and other forms of oppression, these principles are not equitably applied to all. In an ideal world, everyone would have equal access to justice and equal protection under the law. Unfortunately, neither our world nor our country is ideal. Our work involves hard subject matter that can be emotionally draining for some people. Ideal candidates will understand that as a mission driven organization; we strive to make the world a better place knowing that the road is long and hard. At the same time, we understand the importance of self-care, and do our best to reflect that in our practices and values.

The Position

ACLU NorCal is hiring a paralegal to join the Legal-Policy Department. ACLU NorCal focuses its legal advocacy work across six broad program areas: Criminal Justice; Democracy & Civic Engagement; Gender, Sexuality & Reproductive Justice; Immigrants' Rights; Racial & Economic Justice; and Technology & Civil Liberties.

The paralegal will manage a range of diverse litigation support projects, in both state and federal court, at all stages of litigation, from initial pleadings to appeals. The work of the paralegal will also involve coordination and implementation of e-discovery solutions, organization of paper and electronic case files for litigation case files. The work of the paralegal will help to manage open records requests, as well as all stages of policy advocacy projects and campaigns. The paralegal will also support the Supervising Paralegal in maintaining department-wide systems and protocols. This position will report directly to the Supervising Paralegal and may be based in ACLU NorCal's San Francisco, Sacramento, or Fresno offices.

About the Organization

ACLU NorCal is an affiliate of the American Civil Liberties Union a nationwide, non-profit, non-partisan organization dedicated to the defense and expansion of civil liberties and civil rights. ACLU NorCal is comprised of two distinct corporations, the ACLU Foundation of Northern California (501c3) and the ACLU of Northern California (501c4). The incumbent is a joint employee of both corporations. For most of the last century, it has been at the heart of many of the most major – and sometimes controversial – struggles for civil liberties and civil rights in our state.

Our mission is to ensure that Constitutional rights don't just exist on paper but are protected in practice. As we move into a new era and face dangerous policies that threaten our civil rights and civil liberties, we remain dedicated to confronting these issues and defending the progress we have made. We must use our decades of experience in impact litigation, legislative advocacy, and fearless organizing to fight these un-American policies and protect our most cherished rights and freedoms. We are committed to fostering an anti-racist work culture and to anti-racist principles and learning. We are the resistance. Join us.

Duties & Responsibilities

- **Coordination of Ongoing and Potential Litigation**
 - Serve and file legal pleadings in state and federal court;
 - Create and generate Table of Contents and Table of Authorities in legal briefs;
 - Proof, format, and/or cite check legal briefs and pleadings;
 - Assist with fact development of cases and discovery, including eDiscovery projects and the organization, collection, review, and production of documents obtained from clients and opposing parties;
 - Monitor relevant deadlines, calculate court deadlines, and update case calendars; and
 - Conduct Westlaw and PACER searches and document retrievals; other internet research.
- **Coordination of Ongoing and Emerging Policy Advocacy**
 - Prepare and maintain documents for tracking legislation and/or media coverage;
 - Track Public Records Act and Freedom of Information Act requests and responses, and where necessary, follow-up to ensure complete responses and assist with review of responses; and
 - Format documents such as letters and reports and assist in the creation of PowerPoint or other presentations.
- **Coordination of Department-Wide Systems & Administrative Tasks**
 - Coordinate with case teams on implementation and application of e-discovery strategies;
 - Identify opportunities and implement solutions for improved use of systems and software to streamline workflow across the Department;
 - Facilitate conflicts checks and case opening procedures for litigation matters;

- Conduct data-related tasks, including data entry, formatting worksheets, and basic analysis of worksheets;
 - Prepare expense reports, reconcile credit card statements, coordinate check requests and contract approvals, book travel arrangements, mail and photocopy bulk materials;
 - Update online case pages and other program materials on Program Teams' web pages; and
 - Collaborate with Supervising Paralegal to provide back-up coverage for the Department's professional staff.
- **Meetings**
 - Participate in team, department, and org-wide meetings; help to set a collaborative, inclusive culture for those spaces; engage with ACLU colleagues as well as with external partners.

Qualifications

Education / Experience:

- At least 3 years' experience working in a law firm, legal non-profit or legal services organization, or providing paralegal or other litigation support; and
- A paralegal certificate in accordance with California Business and Professions Code § 6450(c) or a Bachelor's degree.
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Required Skills / Competencies:

- Strong project and time management skills, including ability to manage and prioritize competing projects and complete assignments under deadlines;
- Ability to effectively research and coordinate action plans for legal support workstreams (including for complex litigation filings);
- Working knowledge of ECF and other filing and service procedures in federal and CA state courts;
- Working knowledge of Westlaw and PACER;
- Ability to cite check using both Blue Book and California styles of citation;
- Ability to assist with discovery, including eDiscovery, and the organization, case management, collection, review strategy, and production of documents obtained over the course of litigation;
- High level of organization, attention to detail, and follow-through;
- Good judgment, dependable, punctual, and able to maintain a high level of confidentiality;
- Strong verbal and written communication skills, including strong interpersonal skills;
- Commitment to pursuing public interest advocacy work, particularly in ACLU NorCal's core Program Areas;
- Solutions-oriented approach, including the ability to work independently and on a team, and willingness to take initiative while juggling several priorities all with personal enthusiasm; and
- Ability to occasionally come into the office early or stay late to effectuate filings.

Preferred Skills / Competencies:

- Experience and effectiveness in coordinating and organizing logistics, meetings, employee onboarding, and trainings; and
- Familiarity with conducting database searches in e-discovery databases (e.g., IPRO Eclipse, Relativity, Concordance, etc.) and reviewing documents within these programs for relevance, responsiveness, and privilege; facility with organizing large volumes of data.

Technical Skills:

- Strong working knowledge of Microsoft Word, Outlook, Adobe Acrobat, PowerPoint, Excel and other Office programs, including facility with mail merge, spreadsheets, tables, and charts; and
- Familiarity and comfort with e-discovery databases and case management software.

Total Compensation

We are committed to creating and maintain a diverse workforce through equity initiatives, which includes equitable pay practices. Competitive compensation is commensurate with experience Starting salary range for this position is \$76,894 - \$107,652.

We understand how vital our work is and at the same time understand the toll engaged activism can take. Our goal is to retain staff and we believe that having a robust benefits offering is vital in meeting that goal. Our benefits include four weeks paid vacation in addition to 14 office holidays; fully employer-paid medical, vision and dental insurance for staff members, their dependents and spouse or domestic partner; life and long-term disability insurance; and, 401(k) plan with employer match. We have a robust Employee Assistance Program and emerging Employee Resource Groups.

This position is represented.

To Apply

Applications will be accepted until the position has been filled. We encourage you to apply as soon as possible as we will be

evaluating applications on a rolling basis. Applications must include (1) cover letter, (2) resume, (3) writing sample, and (4) a list of three references. Applicants concurrently applying to any other position with the ACLU should state what other position they are applying for in the cover letter. Please submit your application online at: <https://boards.greenhouse.io/aclunc/jobs/7523176002>.

The ACLU-NC is committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need assistance applying online, please e-mail hr@aclunc.org. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

The ACLU of Northern California advances equity and inclusion in the workplace by providing equal employment opportunity to support a work environment free from discrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (over 40), sexual orientation, military and veteran status, and any other basis prohibited by law. The organization also provides reasonable accommodations for qualified applicants and employees with disabilities. This equal employment opportunity policy applies to all aspects of employment, including recruitment, selection, advancement, training, problem resolution, and separation from employment. Through this policy, the ACLU-NC strives to establish and maintain an equitable and accessible work environment that is free from discrimination and supportive of a workforce that reflects the rich diversity of our communities and the people we serve.
