



## **Legal Support 1 or 2**

### **Legal Advocacy Unit - Civil Rights Practice Group**

**Location:** (Hybrid) - Los Angeles, Ontario, San Diego, Bay Area, Sacramento or Fresno.

**Individuals who are Deaf or Disabled are encouraged to apply.**

**SALARY RANGE:** \$25.64/hr. - \$36.59/hr. / \$50,000 - \$71,358 annually

We base salary and position offers on experience and an internal equity analysis.

**Employment Status:** Non-Exempt; Regular; Full time (37.5 hrs).

**EXCELLENT BENEFITS** including 8% 401k Match, a language differential up to \$250/mo. Health (HMO and PPO options), dental, vision, basic life insurance, short-term and long-term disability insurance, and flexible spending accounts (medical, dependent care and commuter). Additionally, we offer ample vacation, sick/self care leave and eighteen paid holidays (including the last week in December) and more..... We are a Public Service Loan Forgiveness (PSLF) - eligible employer.

**Application Deadline: *Open until filled.* Applications should be received by May 3<sup>rd</sup>, 2024 to be considered for the first round of interviews.**

### **WHO WE ARE**

Disability Rights California (DRC) defends, advances, and strengthens the rights and opportunities of people with disabilities.

DRC works for a world where all disabled people have power and are treated with dignity and respect. In this world, people with disabilities are supported, valued, included in their communities, afforded the same opportunities as people without disabilities, and make their own decisions.

DRC values all forms of human diversity. We are committed to a culture of belonging where all people are welcome. In order to be effective advocates for all people with disabilities, we must address discrimination in all its forms, including the unique challenges faced by people who experience the intersection of multiple systems of discrimination.

## **PURPOSE OF THE JOB**

The Legal Support 1/2 enhances the effectiveness of the team by providing litigation, project, and administrative support to a team of attorneys.

A Legal Support 1/2 assists attorneys in preparing cases from onset through post-trial; assists with production or creation of legal forms and pleadings, correspondence, and other case related documents; manages projects as assigned by attorneys (including regulatory, legislative, and community advocacy); and does administrative tasks.

This position requires flexibility, as it sometimes requires working in the office to complete tasks.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- High school diploma or general education degree (GED).
- **Legal Support 1:** At least one-year of legal support experience (or two-years) of other administrative experience using Microsoft Office.
- **Legal Support 2:** Five (5) years of law office litigation support experience working on state and federal case matters and two years of experience successfully leading, developing, mentoring and training other legal support staff.

## **LICENSES / CERTIFICATES**

Paralegal Certificate (preferred for Legal Support 2).

## **DESIRABLE QUALIFICATIONS**

- Experience using Microsoft Office Suite, Office 365 (Teams, Word, Excel, SharePoint, Outlook).
- Knowledge using case management and calendaring software and applications.
- Experience using Westlaw and other tools in researching local court rules.
- Experience using Everlaw or other ediscovery platforms to provide litigation support and document review.
- Experience working in a virtual environment.
- Experience working with nonprofit and/or social service agencies.
- Contacts with, and/or lived experience within, disability organizations and/or within disability communities.
- Contacts with, and/or lived experience within, multi-ethnic organizations and/or within multi-ethnic communities.
- Contacts with and/or lived experience within low-income communities.
- Experience working with and/or sensitivity to persons with disabilities and/or experience working with and/or sensitivity to persons from multi-ethnic communities.



- Life experience as a person with a disability and/or direct experience as a caregiver of a family member with a disability.

**Working at DRC is more than just a job - it is a rare opportunity to do what you are good at while making a difference! DRC offers competitive salaries and a generous benefit package. To view the detailed job description and complete the application process [here](#).**