

Human Rights Defense Center: Paralegal Job Posting

The Human Rights Defense Center (HRDC) is seeking a full-time paralegal in its Lake Worth, FL office.

HRDC is a nonprofit organization that advocates in furtherance of the human rights of people held in U.S. detention facilities. This includes people in state and federal prisons, local jails, immigration detention centers, civil commitment facilities, Bureau of Indian Affairs jails, juvenile facilities and military prisons. HRDC is one of the few national opponents to the private prison industry and is the foremost advocate on behalf of the free speech rights of publishers to communicate with prisoners and the right of prisoners to receive publications and communications from outside sources. HRDC also does significant work around government transparency and accountability issues by filing and litigating public records and Freedom of Information Act (FOIA) cases at the state and federal levels. HRDC also provides representation in cases involving catastrophic injuries to or the deaths of prisoners.

Responsibilities: The paralegal will assist HRDC attorneys with the management of civil rights cases, public records cases, and/or other matters related to the general mission of HRDC. The successful candidate will be expected to:

Assist attorneys with case management and litigation support including a substantial amount of document management;

Conduct research related to case development (including but not limited to using news media, scholarly journals, Westlaw, PACER, and internet sources);

Prepare and organize information, notes, and research memos;

Assist with field investigations, discovery and trial preparation;

Prepare exhibits for depositions, hearings, and trial;

Maintain and manage case file documents and data in paper files as well as in electronic systems (Time Slips, CaseMap and HRDC's proprietary databases);

Maintain pleadings and correspondence files;

Check legal forms and documents for accuracy;

Draft and /or assist with preparation of legal documents for filing and service;

Communicate with witnesses, clients and others in person and over the phone as required;

Summarize deposition transcripts, discovery documents and client records;

Coordinate with court reporters and others to arrange for depositions;

Assist with electronic filings of case pleadings;

Assist with training and administration of litigation software and legal research database use;

Assist with special projects as needed;

Some travel required, including for trainings, to assist attorneys in preparation for trial, and field work, as needed.

Qualifications: A minimum of two years related work experience is preferred but exceptions will be made for exceptional candidates with less experience. A college degree is required. The successful candidate will have excellent writing and analytical skills, excellent problem solving, interpersonal and communication skills. Excellent computer skills are required in addition to the ability to manage large amounts of data in spreadsheet and database programs. The paralegal

must be energetic, self-motivated, capable of working in a fast paced environment, and able to adjust to shifting priorities. The ability to work as part of a team to develop new cases and to improve internal processes is required.

Salary/Benefits: Salary is competitive with other public interest law firms in the area and will be set depending on experience. HRDC offers a benefits package including health and dental insurance.

Application: Send resume and cover letter to Lance Weber, Esq., Litigation Director at lweber@humanrightsdefensecenter.org. No phone calls please. The position will remain open until filled.

HRDC is an equal opportunity employer. Formerly incarcerated persons are strongly encouraged to apply.