



Legal Support 2

Civil Rights Practice Group

Location: Sacramento, Oakland, Los Angeles, Ontario, or San Diego

Individuals who are Deaf or Disabled are encouraged to apply.

SALARY RANGE (Depending on Experience): \$26.23- 38.42 per hour
We base salary and position offers on experience and an internal equity analysis.

EXCELLENT BENEFITS including 8% 401k Match

Application Deadline: *Open until filled.* Applications should be received by June 21, 2022 (2 weeks) to be considered for the first round of interviews.

WHO WE ARE

Disability Rights California (DRC) is a statewide, non-profit legal organization dedicated to advancing the rights of Californians with disabilities to live with autonomy, dignity, and respect in a barrier-free, inclusive, and diverse world that values each individual and their voice.

Civil Rights Practice Group

We are a statewide team dedicated to empowering people with disabilities. We use a variety of advocacy tools including impact litigation, policy advocacy, and individual representation.

Our current goals include

- Eradication homelessness;
- Protecting and increasing affordable, accessible housing;
- Guaranteeing inclusive and accessible private and public programs;
- Ensuring equal access to transportation and sidewalks; and
- Increasing access to courts.

PURPOSE OF THE JOB

The Legal Secretary 2 serves as the primary secretary to enhance the effectiveness of the legal/advocacy staff by providing legal secretarial and paralegal support and information management support.

MINIMUM QUALIFICATIONS EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED); plus,

- Five years of litigation secretarial experience and/or training;
- Paralegal Certificate, plus two years of litigation secretarial experience; or equivalent combination of education and experience.

LICENSES / CERTIFICATES

A Paralegal Certificate preferred.

PREFERRED QUALIFICATIONS

- Bilingual – English/Spanish
- Experience using Westlaw or other legal research database, and researching local court rules.
- Experience using Summation Case Management or other litigation support and legal review service platform.
- 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 OR direct experience as a caregiver of a family member with a disability.

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WORKING CONDITIONS

Work is done in a typical office environment, which includes regular sitting, use of a computer, written and verbal communication through a computer. May occasionally require standing, stooping, kneeling, and crouching primarily related to filing and processing paperwork. May occasionally encounter lifting, as exemplified by adding paper to a copy machine.

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](#).