



Legal Support 2

Mental Health Practice Group

Location: Statewide in California (Hybrid-Home/in office)

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.

Mental Health Practice Group

The MHPG engages in multi-modal advocacy to enforce and expand the rights of people living with mental health disabilities, including through the provision of accommodations, equal access, equal opportunity, and fair treatment.

We advocate for the rights of individuals with mental health disabilities within locked facilities, work to improve access to community-based alternatives to institutions and homelessness, and strive to address the intersectional needs of people with mental health disabilities, especially those from traditionally underserved and underrepresented populations.

We are a diverse and collaborative team that values flexibility, adaptability, and innovation in a legal landscape which has been significantly changed by the pandemic.

PURPOSE OF THE JOB

DRC is seeking an experienced Legal Support to join our Mental Health Practice Group ("MHPG") team. The Legal Support 2 acts as legal and administrative support to enhance the effectiveness of the legal/advocacy staff by providing legal secretarial/paralegal support and information management support. Disability Rights

California will provide ongoing training opportunities for this position. We are seeking candidates who are committed to equity, inclusion, and justice across multiple differences, including race, ethnicity, disability, gender identity, orientation, and language.

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

- Demonstrated commitment to social justice (disability rights, prisoners' rights, immigration rights, and/or other types of civil rights issues).
- Experience working with clients confined to institutions (psychiatric hospitals, jails, prisons, immigration detention facilities, etc.).
- 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.
- Experience running reports and collecting data.
- Contacts with disability organizations and/or within disability communities.
- Contacts with multi-ethnic organizations and/or within multi-ethnic 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.
- Ability to communicate fluently in Spanish, Chinese, Tagalog, Vietnamese, Korean, or American Sign Language.



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](#).