



Legal Support 2 (Litigation)

Youth Practice Group

Location: San Diego, Sacramento, Fresno, BAY, Los Angeles, Ontario [HYBRID]

We encourage those who are Deaf or Disabled to apply.

SALARY RANGE (DOE): \$24.97 - \$36.59 per hour / \$50,000 - \$71,358 year
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 November 3, 2023 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.

YOUTH PRACTICE GROUP

We are a statewide team of passionate attorneys who enforce and expand the rights of children and youth with disabilities, through litigation, direct services, and movement lawyering. Our work aims to ensure equal access to education, dismantle the school to prison pipeline, eliminate the use of restraint, seclusion and segregated placements, reform the juvenile justice system and advance community-based mental health and behavioral services. We work to ensure that services are provided in a manner that is trauma-informed and culturally congruent, and to address the intersectional needs of children and youth with disabilities and their families.

PURPOSE OF THE JOB

The Litigation Support 2 serves as the primary support to enhance the effectiveness of the legal/advocacy staff by providing legal, litigation and administrative support to a team of attorneys.

This position provides high-level legal and litigation support to multiple attorneys and cases. A Litigation Support 2 assists attorneys in preparing for Due process hearings with the Office of Administrative Hearings Special Education Division and litigation cases from onset through post-trial; manages projects as assigned by attorneys (this can range from production to case file management, prepping for depositions or trial); assist with production or creation of various legal forms and pleadings, correspondence, and other case related documents.

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

MINIMUM QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or general education degree (GED).
- **Five (5) years of law office Litigation Support experience working on state and federal case matters.**
- A certificate of completion of a paralegal program approved by the American Bar Association or an accredited postsecondary institution as defined in California Business and Professions Code Section 6450 (c)(2) can substitute one year of law office Litigation Support experience.
- Demonstrated Project Management skills is a MUST. The ability to divide and delegate a larger task in smaller manageable assignments to meet a goal.



- Proficient using Microsoft Office 365 (Teams, Word, Excel, SharePoint), and knowledge using case management and calendaring software and applications.

SKILLS AND COMPETENCIES

- Proficient in complying with the rules of court for lodging, filing and serving court documents.
- Competency in the creation and drafting of a variety of legal court documents.
- Knowledge and familiarity in both existing and emerging software applications.
- Excellent interpersonal skills, communication skills, and the ability to collaborate well in a team.
- Strong ability to maintain high standards, use good judgment and seek out ways to contribute and anticipate needs.
- Strong attention to detail, organizational skills, and ability to manage time effectively. Ability to work under pressure to meet deadlines.

DESIRABLE QUALIFICATIONS

- Proficient in using Best Authority, Everlaw, and Law Tool Box software.
- Experience using Westlaw or other tools in researching local court rules.
- Experience using Everlaw Document Management or another document management software 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.

CERTIFICATES

Paralegal Certificate preferred.

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](#).