



Legal Support Staff 2
Legal Advocacy Unit-Youth Practice Group
Location: Sacramento (Hybrid)

We encourage those who are D/deaf or Disabled to apply.

SALARY RANGE (Depending on Experience):

\$25.64/hr. - \$36.59/hr.

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 17th, 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.

YOUTH PRACTICE GROUP (YPG)

We are a statewide team of passionate attorneys who work collaboratively to enforce and expand the rights of students with disabilities. Our goal is to ensure that students with disabilities receive the benefits and supports guaranteed under federal and state laws. We achieve this objective through various types of lawyering and advocacy strategies that includes individual student representation at due process hearings, systemic litigation, investigations and monitoring of school districts, policy advocacy and community empowerment.

The YPG works collaboratively on lawsuits and advocacy projects on behalf of all youth with disabilities. Much of our current work includes advocating on behalf of students with disabilities facing exclusionary discipline, youth with mental illness, foster youth, undocumented youth, Tribal youth, students of color and equity seeking communities. We also work to improve access to education support and services, through our legislative and policy work with coalition partners.

Guided by disability justice principles, we prioritize geographically equity seeking populations subject to intersectional harm caused by racism and ableism. Our direct services work prioritizes representing youth experiencing intersectional harm on account of their race or nationality and disability while our systemic litigation and advocacy docket focuses on challenging the school-to-prison pipeline.

PURPOSE OF THE JOB

Legal Support 2 serves as the primary support to a senior attorney to enhance the effectiveness of the staff by providing administrative, legal secretarial, technical, and reasonable accommodations support.

This position provides high-level legal support to an attorney and cases. A Legal Support 2 assists attorneys in preparing for Due process hearings with the Office of Administrative Hearings Special Education Division and manages projects as assigned by attorneys; 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 in order to complete tasks.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- High school diploma or general education degree (GED).
- Five (5) years of law office experience
- one-year legal secretarial experience; or two years of other administrative experience including word processing.



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

SKILLS AND COMPETENCIES

- Ability to efficiently and timely convert PDF and other print documents into accessible format for use by screen reader software.
- Knowledge of assistive technology software (screen readers)
- 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.

DESIREEABLE QUALIFICATIONS

- Paralegal Certificate
- Proficient in using Best Authority, Everlaw, and Law Tool Box software.
- Experience using Westlaw or other tools in researching local court rules.
- 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 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](#).