

Paralegal Job Announcement

DC's Children's Law Center invites application for the position of Paralegal to start immediately. Children's Law Center works to give every child in the District of Columbia a solid foundation of family, health and education. As the largest nonprofit legal services provider in the District and the only organization that focuses exclusively on children, our 80-person staff partners with hundreds of pro bono attorneys to serve more than 1,200 at-risk children each year. Applying the knowledge gained from this direct representation, we advocate for changes in the city's laws, policies and programs.

The Paralegal will work closely with appellate attorneys and be responsible for maintaining, updating and improving CLC's pleadings bank and resource list. The Paralegal will be assigned tasks from different attorneys throughout the organization as well.

Main Responsibilities:

- Research and report on long term and emergency trial and appellate issues;
- Maintain, update and improve CLC's pleading bank and resource list;
- Maintain CLC's library.

Skills and Qualifications:

- Three years prior experience as a paralegal;
- Excellent research skills, including searching for legal precedents and shepardizing cases;
- Excellent writing skills;
- Lexis proficient;
- Experience working with records for appeals;
- Experience drafting tables of authorities and tables of contents;
- Experience indexing;
- Experience working with court rules and internal court operating procedures;
- Ability to work with and organize detailed information;
- Ability to maintain multiple project deadlines;
- Persistence/diligence;
- Familiarity with child welfare law a plus;
- Ability to work independently in addition to proactively updating attorneys with regard to progress on assigned tasks.

Salary and Benefits:

Salary is competitive and commensurate with experience. CLC has an excellent benefits package, including full health, dental and vision coverage for all employees and their dependent children, short and long term disability and a 401(k) plan.

CLC is an equal opportunity employer. CLC's policy is to provide equal opportunity at all times without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medication or status as a veteran.

To apply:

Applications must include a cover letter, current resume, writing sample and a list of three professional references. Applications will be reviewed on a rolling basis. No phone calls please.

Applications should be submitted to:

Paralegal Search Committee
Children's Law Center
616 H Street, NW, Suite 300
Washington, DC 20001
jobs@childrenslawcenter.org
(fax) 202.467.4949

Electronic submissions are preferred.