



Criminal Justice Paralegal/Investigator

The Lawyers' Committee for Civil Rights Under Law, one of the nation's leading civil rights organizations, is seeking a talented, multi-tasker with strong communication skills and a demonstrated commitment to racial justice to serve as a paralegal/investigator within our Criminal Justice Project ("CJP"). The Paralegal/Investigator will assist CJP attorneys with all stages of litigation and perform a variety of investigative tasks, including: conducting internet searches, locating and taking statements from potential witnesses, obtaining and reviewing public records, and preparing investigative reports. The Paralegal/Investigator, who will be based in D.C., will travel extensively in the South, including Arkansas and Oklahoma.

The CJP seeks to challenge the criminalization of poverty and end institutional practices that contribute to mass incarceration. The Paralegal/Investigator will have the opportunity to work with CJP counsel and staff to investigate and bring challenges against the unconstitutional jailing of poor defendants who are unable to pay criminal justice debt that results from the levying of fines, fees and court costs, a practice that disproportionately affects African-Americans, Hispanics and individuals with low income.

The ideal candidate is detail oriented, has excellent written and verbal communication skills, exceptional research skills and is comfortable working and developing relationships within diverse communities. They must also possess the ability to work collaboratively and congenially with all members of the CJP team. The ability to competently track down records, documents, and witnesses is critical skills for success in the position.

QUALIFICATIONS:

- Bachelor's degree and/or Paralegal Certification
- 3-years paralegal/investigative experience
- Strong research skills and proficiency performing factual and investigative research using various tools, including the Internet, Westlaw, LexisNexis, PACER, and other media.
- Effective interpersonal and communication skills, both verbally and in writing.
- Ability to take initiative in identifying and pursuing investigative leads.
- Experience preparing and filing pleadings and other court documents.
- Experience conducting witness interviews
- Ability to travel as needed.

PREFERRED EXPERIENCE:

- Organizing and managing electronic and paper files.
- Preparing for expert interviews and depositions, hearings, trials and client meetings.
- Shepardizing briefs and assisting with cite-checking.
- Preparing routine legal documents, such as legal memoranda, extension requests, and correspondence.

To Apply: Please submit a cover letter, resume, and desired salary range to <https://podio.com/webforms/21654870/1508229>. No calls will be accepted. The position will remain open until filled and applications will be reviewed on a rolling basis. Salary and benefits are competitive for a nonprofit legal organization.

The Lawyers' Committee does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.

We strongly encourage candidates of color and candidates from underrepresented communities to apply.

Accessibility Assistance: Although calls will not be accepted regarding questions about the position, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation or send an email with the subject line "Applicant Accommodation" to kcoates@lawyerscommittee.org.