



## **Legal Assistant/Investigator, Criminal Justice Project**

The Lawyers' Committee for Civil Rights Under Law is one of the leading national civil rights legal organizations, with the principal mission of fighting racial discrimination faced by African Americans and other racial and ethnic minorities. The Lawyers' Committee was formed in 1963 at the request of President John F. Kennedy to enlist the private bar's leadership and resources in combating racial discrimination and the resulting inequality of opportunity—work that continues to be vital today.

The Lawyers' Committee seeks a talented Legal Assistant/Investigator to work in the Criminal Justice Project (CJP). The Legal Assistant/Investigator will work on CJP cases and issues that address racial inequities in the criminal justice system. This includes investigating and helping to 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, Latinos, and individuals with low income. The Legal Assistant/ Investigator will assist CJP attorneys with all stages of litigation and perform a variety of investigative tasks.

### **Specific Duties and Responsibilities:**

- Conduct internet searches;
- Conduct plaintiff outreach and witness interviews;
- Assist in the preparation of legal documents, such as pleadings, affidavits, extension requests, and correspondence to the court and opposing parties;
- Compose public education materials, including reports or brochures;
- Obtain and review public records;
- Obtain and review court records;
- Organize and manage litigation files;
- Assist with preparation for expert interviews and depositions, hearings, trials and client meetings;
- Shepardize briefs and assist with cite-checking and Bluebooking;
- Maintain litigation calendar;
- Review local, state, and/or federal rules;
- Prepare pro hac vice motions; and
- Travel extensively in the South, including Arkansas and Oklahoma. Travel responsibilities include driving.

## **Requirements and Competencies:**

- Bachelor's Degree and/or Paralegal Certification;
- 3-years of relevant experience;
- Must possess or be able to complete requirements for Driver's License within 60 days;
- Strong research skills and proficiency performing research using various tools, including the internet, Westlaw, PACER and other media;
- Effective interpersonal and communication skills, both verbally and in writing;
- Ability to take initiative in identifying and solving problems;
- Experience preparing and filing pleadings and other court documents;
- Experience conducting witness interviews;
- Close attention to detail;
- Ability to travel as needed, including the ability to drive;
- Must be able to effectively multi-task, manage time sensitive documents and have exceptional organizational skills in a fast-paced environment;
- Ability to communicate fluently in Spanish is a plus;
- Comfortable working in a diverse environment; and
- Commitment to the mission and goals of the Lawyers' Committee.

**To Apply:** Please submit a cover letter and resume to <https://podio.com/webforms/23812769/1722445>. 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. Staff Benefits include Employer Sponsored (Medical, Dental and Group Life & AD&D); Voluntary Benefits (Vision Insurance, Short-Term Disability, Long-Term Disability and Supplemental Life) coverage; the opportunity to participate in the 403(b) Retirement Plan; Voluntary Flexible Spending (Medical and/or Dependent Care) and Commuter Benefits; 11 paid Holidays and Vacation/Sick days.

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](mailto:kcoates@lawyerscommittee.org).