**Title:** Paralegal

**Reports to:** Senior Civil Rights Attorney

**Schedule Type:** Full-time (Non-exempt). Occasional evenings and weekends required.

**Location:** CAIR Sacramento office. Requires some travel.

CAIR Sacramento Valley/Central California is recruiting a full-time Paralegal to support Civil Rights and Immigration Departments. The Paralegal will be responsible for a wide range of programmatic and administrative tasks to support and advance our litigation, advocacy, and public education efforts.

**RESPONSIBILITIES**

* Cite check, format, produce, and serve litigation documents such as briefs, motions, declarations, deposition summaries, discovery requests and responses, and correspondence
* Cite check and format materials including affidavits, Freedom of Information Act requests, reports, letters, and other documents
* Manage, organize, and prepare exhibits, evidence, correspondence, and other documents for depositions, trials, and other litigation proceedings
* Provide litigation support to attorneys, including with client and witness interviews, as needed
* Conduct research for use in litigation documents and policy presentations; collaborate with other staff in preparing background memoranda and policy presentations on selected litigation and policy issues
* Respond to requests for legal assistance and ensure timely responses to inquiries; utilize and maintain the intake database
* Maintain case files (including documents in document review software), attorney correspondence files, databases, litigation docket and calendars, and timekeeping system
* Work jointly with interns and communicate routine and/or procedural guidance on projects assigned by managers
* Perform job-related special projects and other duties as assigned by the Director and project staff
* Commitment to the mission of the CAIR
* Demonstrate a commitment to diversity within the office using a personal approach that values all individuals and respects differences in regards to race, ethnicity, age, gender identity and expression, sexual orientation, religion, disability and socio-economic circumstance
* Commitment to work collaboratively and respectfully toward resolving obstacles and/or conflicts

Other duties as assigned, dependent on organizational needs and employee skills. All CAIR staff are required to assist in general duties such as answering phones, weekly outreach, and other office tasks.

**EXPERIENCE & QUALIFICATIONS**

* Bachelor’s Degree and/or at least one year of paralegal or related experience is preferred
* Department of Justice (DOJ) certified is preferred
* Demonstrated interest in and commitment to racial and social justice
* Excellent research and writing skills, including internet research
* Must take initiative, be highly organized, detail oriented, strong interpersonal, and time-management skills
* Able to multi-task, demonstrate grace under pressure, and meet deadlines
* Ability to work independently and with a team
* Proficient in Microsoft Word, and familiar with other Microsoft Office programs including MS Excel, Outlook, Power Point and database software.
* Experience with Westlaw strongly preferred

**Compensation**

* Compensation commensurate with experience
* Fully paid Kaiser Health Insurance and Blue Cross PPO Dental Plan for employee and dependents
* 3% pension matching contribution
* 10 paid holidays, 10 sick days, and 12 vacation days