



## **Legal Support 2**

### **Civil Rights Practice Group**

Location: Sacramento, Oakland, Los Angeles, Ontario, or San Diego

**Individuals who are Deaf or Disabled are encouraged to apply.**

**SALARY RANGE (Depending on Experience):** \$26.23- 38.42 per hour  
We base salary and position offers on experience and an internal equity analysis.

**EXCELLENT BENEFITS including 8% 401k Match**

**Application Deadline: *Open until filled.* Applications should be received by June 21, 2022 (2 weeks) to be considered for the first round of interviews.**

### **WHO WE ARE**

Disability Rights California (DRC) is a statewide, non-profit legal organization dedicated to advancing the rights of Californians with disabilities to live with autonomy, dignity, and respect in a barrier-free, inclusive, and diverse world that values each individual and their voice.

### **Civil Rights Practice Group**

We are a statewide team dedicated to empowering people with disabilities. We use a variety of advocacy tools including impact litigation, policy advocacy, and individual representation.

Our current goals include

- Eradication homelessness;
- Protecting and increasing affordable, accessible housing;
- Guaranteeing inclusive and accessible private and public programs;
- Ensuring equal access to transportation and sidewalks; and
- Increasing access to courts.

### **PURPOSE OF THE JOB**

The Legal Secretary 2 serves as the primary secretary to enhance the effectiveness of the legal/advocacy staff by providing legal secretarial and paralegal support and information management support.

## **MINIMUM QUALIFICATIONS EDUCATION AND EXPERIENCE**

High school diploma or general education degree (GED); plus,

- Five years of litigation secretarial experience and/or training;
- Paralegal Certificate, plus two years of litigation secretarial experience; or equivalent combination of education and experience.

## **LICENSES / CERTIFICATES**

A Paralegal Certificate preferred.

## **PREFERRED QUALIFICATIONS**

- Bilingual – English/Spanish
- Experience using Westlaw or other legal research database, and researching local court rules.
- Experience using Summation Case Management or other litigation support and legal review service platform.
- 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.

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## **WORKING CONDITIONS**

Work is done in a typical office environment, which includes regular sitting, use of a computer, written and verbal communication through a computer. May occasionally require standing, stooping, kneeling, and crouching primarily related to filing and processing paperwork. May occasionally encounter lifting, as exemplified by adding paper to a copy machine.

**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](#).**

**If you are interested in becoming a part of DRC, please submit the following:**

1. Online Disability Rights California Application Form
2. Your resume
3. Cover Letter: We need a workforce that can utilize insights and strategies that can come from both professional and personal experience. In your cover letter, please tell us about yourself and why you are a great fit for this position and for DRC.

Incomplete applications will not be considered.

If you require an accommodation due to a disability to complete this application OR you are experiencing issues submitting your application and accompanying materials please **Kareemah IdDeen** at [talent@disabilityrightsca.org](mailto:talent@disabilityrightsca.org).