

JOB TITLE: Paralegal, Rocky Mountain Innocence Center (RMIC)
REPORTS TO: Managing and Staff Attorneys
LOCATION: Salt Lake City

JOB SUMMARY: Full Time, 40 Hours Per Week, Available Immediately

The Paralegal provides administrative assistance to RMIC attorneys on case management and time-sensitive litigation matters and organizes and maintains litigation resources to meet the needs of innocence cases efficiently and effectively. This is not a "traditional" paralegal position. Must be a mature, self-motivated individual who can be an effective communicator with different stakeholder groups (supervisors, colleagues, cooperating counsel, and clients), who can take initiative and manage multiple demanding tasks simultaneously.

The Paralegal reports to Attorneys and works in close collaboration with students from law schools in Utah, Nevada, and Wyoming.

The duties of this position require approximately 40 hours of work per week to be performed in-office.

ESSENTIAL JOB FUNCTIONS:

ASSISTING IN CASE MANAGEMENT AND DEVELOPMENT:

- Preparing court documents for filing, proofreading briefs, reviewing citation format in briefs for completeness in accordance with Bluebook; copying, collating, binding documents and exhibits, preparing tables of contents and tables of authorities, reviewing and summarizing court rules
- Assisting with case development by conducting factual and legal research, using online services such as Westlaw or Lexis, assisting with evidence searches and with preparation of discovery requests and responses, conducting online and in person research and preparing public records requests
- Serving as a liaison with laboratories, prosecuting agencies, law enforcement offices, correctional facilities, RMIC's co-counsel, and other agencies; communicating with a wide range of individuals and agencies, including incarcerated clients and/or their family members
- Reviewing and analyzing factual background of cases, including police reports, lab reports, prior motions and case files; develop a working knowledge of forensic testing methods including DNA testing

- Writing memos concerning discrete factual issues; whether case facts from the complete record support a particular innocence theory; prior and current testing history; evidence searches; post-conviction investigation issues; and various other memos to support the developing litigation strategy of a case.
- Drafting orders for discovery and DNA testing
- Drafting correspondence to defense counsel, prosecutors, law enforcement offices, laboratories, prison officials, all other agencies involved in the case, and clients

OTHER DUTIES IN SUPPORT OF THE LITIGATION DEPARTMENT:

- Drafting correspondence
- Assisting in creating and maintaining other litigation-related resources, such as state-by-state files on DNA testing, evidence preservation and non-DNA factual innocence legislation, a database of local and/or pro bono counsel, court decisions, motions, and issue-related model language
- Screens and routes telephone calls and responds to requests for assistance
- Perform a wide range of administrative office actions, including scanning documents, maintaining electronic and paper case files, assisting with fundraising and community events, and other administrative tasks as needed
- Assist in planning and scheduling case travel

QUALIFICATIONS & EXPERIENCE:

- Bachelor degree required
- Competency with Windows, Microsoft Office Suite and basic internet research is required
- Familiarity with Case Management software and legal search engines such as Westlaw and LexisNexis preferred
- Previous experience preparing documents for filing in court preferred
- Strong writing skills

KEY COMPETENCIES:

- Energetic self-starter who is highly organized, persistent and detail-oriented
- Ability to handle multiple tasks simultaneously, prioritize and effectively manage workload, and regularly meet deadlines
- Commitment to social justice; particularly the mission of RMIC
- Strong interpersonal and written communication skills and flexibility to work with different personalities

If you are interested, please email your cover letter, resume, and three professional references to:

Jennifer Springer, Managing Attorney

jspringer@rminnocence.org