



ACLU OF MICHIGAN SEEKS FULL-TIME PARALEGAL

The Opportunity

The ACLU of Michigan seeks an experienced paralegal who thrives in a collaborative environment to support the litigation of cutting-edge, high impact civil rights and civil liberties cases throughout the state. The paralegal would join a highly respected and successful organization to help defend constitutional rights at a time when they are under an unprecedented attack. The paralegal would work at the ACLU of Michigan's headquarters in Detroit.

About the Organization

The ACLU of Michigan is an affiliate of a nationwide, non-profit, non-partisan organization that has led the fight to conserve our most precious liberties for nearly 100 years. The Michigan ACLU is one of the top affiliates in the country with approximately 40,000 members and 30 staff in three offices: Detroit, Lansing and Grand Rapids. The legal department—which has 13 staff, including 10 attorneys—works on a docket full of ground-breaking and important cases on a wide range of civil rights and civil liberties issues impacting thousands of people.

Roles and Responsibilities

The paralegal is responsible for facilitating the efficient operation of the ACLU of Michigan's legal program, which includes litigation support for staff attorneys, day-to-day management of legal intake and requests for assistance, and clerical tasks. Specific responsibilities include:

- File and serve legal documents, such as motions, briefs, discovery, and exhibits.
- Screen, investigate and respond to legal intake and requests for assistance, over the phone, by email, and by regular mail. Maintain intake records and database. Hire, train, and supervise interns and volunteers to handle intake.
- Maintain communication with clients, volunteer attorneys, opposing counsel, and court staff.
- Proofread, cite-check and format legal documents, including demand letters, briefs, and affidavits.
- Organize and maintain legal files; calendar deadlines; manage the legal department's record keeping and data collection.
- Handle administrative tasks for the legal department, such as processing invoices and reimbursements, paying filing fees, arranging the logistics for meetings and depositions, and providing clerical support for attorneys.

Qualifications

- Experience as a paralegal, legal assistant or secretary, or handling administrative support work in a law office or comparable legal setting.
- Excellent writing, editing, formatting, and proofreading skills, with careful attention to detail.
- Excellent interpersonal skills, including an ability to work with a diverse clientele. Patience, sensitivity, and empathy are critical.
- Excellent time management and organizational skills, including an ability to maintain focus and manage workflow in a fast-paced, deadline driven environment while juggling competing priorities and assignments from multiple attorneys.
- General familiarity and comfort with the basics of legal terminology, the legal process, and procedures for filing and serving litigation documents in federal and state court. Some form of prior experience with litigation, including discovery, motion practice, and formatting briefs, is preferred. Civil rights experience is helpful.
- Proficiency with computers, including Microsoft Windows, Word, Outlook, and related office software. Ability to master new software such as an intake database or case management program. Basic working knowledge of Westlaw is helpful, as is any experience using our federal and state courts' online e-filing systems.
- Ability to handle day-to-day legal intake and supervise interns and volunteers who do so.
- Ability to organize and maintain legal files, physically and electronically.
- Ability to see projects through to completion, solve problems, and take initiative.
- Must be comfortable with frequent client contact, protecting clients' best interests, maintaining confidentiality, and other ethical duties of the legal profession.
- Commitment to diversity, equity and inclusion; a personal approach that values the individual and respects differences of race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, and socio-economic circumstance.
- Commitment to social justice and the mission of the ACLU.

Supervision

The paralegal will report to the deputy legal director. The paralegal will also work under the supervision of the legal director and staff attorneys on assigned tasks and projects.

Compensation and Benefits

Salary is commensurate with experience and the ACLU of Michigan's salary structure. Excellent benefits, including health insurance and a 401(k) plan with matching, are provided.

How To Apply

Please email a detailed letter of interest, resume, and contact information for 2-3 references to paralegaljob@aclumich.org. The cover letter may be addressed to:

Dan Korobkin, Deputy Legal Director
ACLU of Michigan

2966 Woodward Ave.
Detroit, MI 48201

We will begin reviewing applications on August 13, 2018, and the position will remain open until filled.

The ACLU of Michigan is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, sexual orientation, gender identity or express, age, national origin, marital status, disability, veteran status, and record of arrest or conviction.

The ACLU of Michigan comprises two separate corporate entities, the ACLU of Michigan and the ACLU Fund of Michigan. The ACLU of Michigan and the ACLU Fund of Michigan share the same mission, office space, and employees. This job posting refers collectively to the two organizations under the name "ACLU of Michigan."