

**POSITION**

Litigation Paralegal

**LOCATION**

Columbia, SC.

**ABOUT THE ACLU-SC**

The ACLU-SC works daily in communities, courts, and the South Carolina Legislature to defend and advance the individual rights and liberties guaranteed by the U.S. and South Carolina Constitutions. The ACLU-SC is a highly rewarding place to work for those interested in protecting our fundamental civil rights and civil liberties. Founded in 1968, the ACLU of South Carolina has a compliment of full-time, part-time staff, contingent partners, and volunteers. To learn more about the work of the ACLU-SC and ACLU, please visit [www.aclusc.org](http://www.aclusc.org) and [www.aclu.org](http://www.aclu.org).

**APPROACH TO ADVOCACY**

ACLU of South Carolina takes an integrated advocacy approach to the work of advancing civil rights and civil liberties, meaning we deploy multi-pronged, multi-year strategies that include impact litigation, policy advocacy, legislative advocacy, organizing, and communications.

**ABOUT THE JOB**

ACLU of South Carolina seeks a full time Litigation Paralegal to support its Legal Department. The ACLU of South Carolina's Legal Department litigates in trial and appellate courts at the state and federal levels to protect civil rights and liberties. We maintain an active litigation docket on far ranging issues, including free speech, jail and prison reform, voting rights, and access to the courts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Review requests for legal assistance and respond under the direction of the Legal Director.
- Travel to correctional institutions to conduct interviews with people seeking legal assistance.
- Maintain a database of requests for legal assistance and track trends within the requests.
- Organize and maintain electronic and hard copy legal case files, including legal filings, discovery documents, attorney correspondence, client-related files, and other case-related documents.
- Prepare and update case summaries outlining case status and upcoming events.
- Maintain a calendar of legal filing deadlines, discovery deadlines, and other case-related events.
- Assist members of the Legal Department to set and meet internal and external task deadlines and log and track time records by effectively using case management tools.
- Participate in litigation and department meetings to assist in ensuring internal and external deadlines are clearly communicated and met.

- Assist in preparing and filing legal pleadings; schedule depositions; arrange for service of legal documents; prepare and serve discovery documents; prepare internal status reports; prepare deposition summaries.
- Assist legal staff in preparing materials for court hearings, depositions, or client meetings.
- Research most current federal and state court rules and procedures; as needed, communicate with court staff to resolve filing and clerical issues.
- Handle general administrative duties including processing litigation invoices; tracking litigation expenses and case costs; and coordinating the scheduling of litigation events (depositions, mediations, etc.) with legal staff, clients, co-counsel, opposing counsel, and court reporters.
- As needed, serve as liaison with co-counsel, clients, opposing counsel, and court staff including but not limited to responding to calls, drafting emails, and letters and ensure timely receipt or delivery of records and file documents.

## **QUALIFICATIONS**

- Familiarity with civil litigation, including the Federal Rules of Civil Procedure
- Scrupulous attention to detail
- Excellent organizational and time-management skills including the ability to effectively manage multiple deadlines in a fast-paced environment.
- Strong research and writing abilities.
- Excellent oral and verbal interpersonal communication skills.
- Ability to work independently as well as with a team while maintaining a high-level efficiency, confidentiality, and respect towards others in difficult situations.
- Extensive computer and database skills, including Microsoft Office 365 (primarily Word, Teams, Outlook), Adobe DC, and ability to learn new computer platforms.
- Experience creating tables of contents, table of authorities, mail merges, organizing data into spreadsheets, and creating pivot tables, etc.
- Commitment to publicly support and advocate for the civil rights and civil liberties positions adopted by the ACLU-SC, regardless of any personal beliefs to the contrary.
- Willingness to travel and occasionally work evenings, weekends, and holidays.
- Other duties as assigned.

## **WE OFFER**

The salary range for this position is \$40,000-\$48,000 annually. To preserve the opportunity for advancement, we do not typically hire above the mid-point. Excellent benefits include generous paid vacation, sick, and holiday leave, employer-paid medical and dental insurance for employee, 401 (k) plan with an employer match, and life and long-term disability insurance.

## **HOW TO APPLY**

Email a cover letter, resume, and professional writing sample to [careers@aclusc.org](mailto:careers@aclusc.org) with "LITIGATION PARALEGAL APPLICATION" in the subject line.

Applications are being accepted until the position is filled. Applications received before March 31, 2022, will receive priority review.

*The ACLU of South Carolina is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU of South Carolina encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, veteran status, involvement with the criminal legal system, or differently abled status.*