



610 S. Ardmore Avenue, Los Angeles, CA 90005, Tel: (213) 385-2977, Fax: (213) 385-9089, Website: www.publiccounsel.org

JOB ANNOUNCEMENT

Full-Time Paralegal Federal *Pro Se* Clinic

ORGANIZATIONAL BACKGROUND

Public Counsel is the largest *pro bono* public interest law firm in the country. Founded in 1970, it is dedicated to advancing equal justice under law and addressing economic, racial, and other inequities by delivering free legal and social services to the most vulnerable members of our community. Public Counsel operates eight legal projects: Children's Rights, Community Development, Consumer Rights & Economic Justice, Homelessness Prevention, Immigrants' Rights, Veterans' Rights, the Audrey Irmas Project for Women & Girls' Rights, and our impact litigation project, Opportunity Under Law. Public Counsel has a full-time staff of over 130. We seek to have a racially inclusive staff.

Public Counsel's Federal *Pro Se* Clinic is designed to provide high quality legal assistance to people filing complaints in federal District Court or who are in the midst of on-going litigation in that court. Located at the Roybal Federal Building in downtown Los Angeles, the Clinic serves the needs of a growing population of *pro se* litigants. The Clinic also provides a setting to connect these litigants with volunteer attorneys from major law firms. Public Counsel also takes certain meritorious cases for full representation or placement with *pro bono* counsel. The Federal *Pro Se* Clinic is part of the Consumer Rights & Economic Justice project.

JOB SUMMARY

- Primary responsibility for paralegal, litigation, and administrative support to two attorneys.
- Coordinate intake services at the Federal *Pro Se* Clinic.
- Provide background research into ongoing cases at the federal court.
- Prepare statistical analyses of client and volunteer data.
- Assist with development of informational and self-help guides and/or materials.
- Coordinate volunteer attorney schedules.
- Work closely with *pro se* litigants and volunteer attorneys on public benefits, civil rights, and other cases.

ESSENTIAL JOB SKILLS AND ABILITIES REQUIRED

- Experience with all aspects of litigation support, including maintenance of client files, case management, calendaring, and court filings.
- Familiarity with Word, Excel, Outlook, and PowerPoint.
- Comfortable working in a clinical setting and under pressure.
- Ability to empathize and work with clients, attorneys, and court officials of diverse backgrounds.
- Detail-oriented; comfortable preparing and analyzing basic statistics.
- Strong oral and written communication skills (Spanish-language fluency strongly preferred).
- Demonstrated commitment to racial, social, and economic justice.

START DATE AND COMPENSATION

- Salary is commensurate with abilities and experience
- Immediate full-time, non-exempt position
- Public Counsel offers a competitive benefits package including: (1) medical, dental, and vision coverage with both HMO and PPO options, (2) the option to enroll in a Flexible Spending Account, (3) a 403(b) retirement plan with elective contribution and an employer contribution after a year of employment, and (4) employer-paid life insurance and disability plans.
- Public Counsel follows all emergency state and local orders arising from the current COVID-19 crisis. Though generally this position is office based, currently all staff must work remotely from their homes. Public Counsel will assess when the physical office will reopen in a manner consistent with public health and local and state emergency orders.

APPLICATION DEADLINE

Continuous until position is filled.

TO APPLY

Please send a cover letter and resume to:

Janet D. Lewis, Supervising Attorney

Public Counsel

610 South Ardmore Avenue

Los Angeles, California 90005

Email: fpsjob@publiccounsel.org

No phone calls please.

Public Counsel is an Equal Opportunity Employer

All qualified applicants shall receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, gender identity or sexual orientation, in accordance with requirements of Federal and State laws.

All qualified applicants with criminal histories will be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.