



Job Announcement Paralegal

American Civil Liberties Union (ACLU) is the nation's foremost defender of constitutional rights and civil liberties. ACLU of Colorado is an affiliate of the national ACLU, and it is the state's guardian of freedom, working in the courts, in the legislature, and in communities across the state to protect and advance civil rights and civil liberties for all. Founded in 1952, ACLU of Colorado is a nonpartisan, nonprofit organization dedicated to fulfilling the promise of equal justice under the law for all Coloradans. For more information about the work of the ACLU of Colorado and the civil liberties principles we uphold, please visit our website at www.aclu-co.org.

Commitment To Equity, Diversity, Belonging, and Inclusion

ACLU of Colorado is an equitable opportunity employer. We believe that having a board, staff, and volunteer base with diverse identities and backgrounds enhances our ability to meet our mission and creates an environment where all community members can thrive. We strongly encourage applications from all qualified persons, including people of color, immigrants, women, people with disabilities, members of the LGBTQ+ community, those who have been formerly incarcerated, and other members of underrepresented and marginalized groups.

ACLU of Colorado does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or record of arrest or conviction. We are committed to providing a work environment that practices equitable and inclusive treatment and quick to act to prevent and address harassment or discrimination of any kind.

Summary of Position

American Civil Liberties Union Foundation of Colorado seeks a full-time Paralegal, who will report to the Legal Director and the Managing Attorney. The Paralegal will provide support for all litigation as well as administrative support for the Legal Department's legal advocacy and non-litigation strategies. The Paralegal will work with several attorneys on the wide variety of constitutional law and civil liberties issues that comprise the ACLU's docket.

Litigation and Legal Advocacy Support

- Provide paralegal support for federal, state, and administrative litigation, including impact litigation, appeals, and amicus briefs;
- Assist in case management, including maintenance of electronic files, physical files, court records, and litigation calendars; anticipate and identify potential litigation tasks and prepare accordingly;
- Prepare, format, and file legal pleadings in state and federal trial courts and courts of appeal; assist with finalizing pleadings and exhibits; and prepare discovery requests and responses, as appropriate;
- Research court rules and procedures to ensure accuracy of filings;
- Coordinate all logistics for depositions, client meetings or conference calls, service of process, courtesy copy delivery, and other litigation support;
- Draft legal letters, open records requests under state and federal laws, and other correspondence, as requested, and manage responses, including calendaring deadlines, and ensuring the deadlines are met; and
- Cite check pleadings and/or other court submissions, as requested.

Legal Program Support

- Assist with drafting and finalizing correspondence and legal documents, by means of cite-checking, formatting, and proofreading;
- Assist in factual research in support of current and potential legal advocacy and litigation, through interviews, internet research, and use of open records laws;
- Support legal intake process, including follow up research, phone calls, and records requests;
- Assist attorneys with fact-finding interviews related to potential civil liberties violations;
- Process incoming and outgoing Legal Department mail;
- In collaboration with communications staff and attorneys, prepare and maintain webpages on the ACLU-CO website for each active legal case or project, and ensure the web page narrative and attached materials for each case are up-to-date and accurate;
- Maintain communication with clients, cooperating attorneys, opposing counsel, and court staff throughout the duration of a case;
- Process legal department invoices, credit card statements, and other department-related expenses;
- Supervise and maintain the upkeep of legal department library and other resources;
- Manage the hiring processes for interns including posting the job description, conducting interviews with attorneys, and communicating with applicants;
- Coordinate monthly legal panel meetings; and
- Assist with special projects and other additional duties as assigned by the Legal Director and Staff Attorneys.

Required Qualifications

- High school degree and three years of Paralegal experience
- Strong organizational skills and careful attention to detail
- Strong drive and initiative, with the ability to manage time well in an environment of many concurrent assignments and deadlines
- A willingness and desire to jump in and help on any project, to learn new skills, and to take ownership of assignments
- Proficiency with computers and technology, including advanced use of Microsoft Word, Excel, Outlook, Adobe Acrobat, and ability to conduct internet research
- Ability to master new software, such as an intake database or case management program
- Excellent English reading comprehension and writing skills
- General familiarity and comfort with the basics of legal terminology and the legal process
- Willingness and ability to obtain and maintain qualification as notary public
- Commitment to civil liberties principles and the goals of the ACLU

Desired Qualifications

- Spanish speaking and/or writing proficiency
- Skills in software troubleshooting

Hybrid Work Policy

ACLU of Colorado has a hybrid work policy that currently requires staff to come to the office two days a week.

Compensation

This position is full-time; the approximate salary range is \$49,000-\$67,000. The starting salary is within the pay scale parameters of the ACLU of Colorado.

Benefits

ACLU of Colorado offers generous benefits to full-time employees that include:

- 100% coverage of employee's medical, dental, and vision insurance
- Employer contribution to Health Savings Account
- Life insurance, long-term disability insurance, accidental death and dismemberment (AD&D)
- 401K Defined Contribution Plan
- Twelve paid holidays, two personal days, vacation and healthcare leave
- Annual Professional Development funds
- Employee Assistance Program (EAP)

To Apply

Email a cover letter, resume, writing sample, and three references with “ACLU-CO Paralegal” in the subject line to jobs@aclu-co.org. No phone calls, please. Resumes will be reviewed on a rolling basis beginning May 6, 2024, and the position will remain open until filled.