



Part-Time Paralegal Job Description

The Amara Legal Center is a nonprofit legal services organization dedicated to providing free legal services to sex trafficking survivors and individuals whose rights have been violated while involved in commercial sex. To learn more about the Amara Legal Center's mission and work, please visit www.amaralegal.org. The Amara Legal Center seeks a paralegal to provide clerical and legal support for our civil and criminal cases in the District of Columbia. This position is primarily remote with periodic in-person meetings or court hearings.

Qualifications

- Associate's or Bachelor's degree in Paralegal Studies or related field
- 2-3 years of work experience as a paralegal or legal assistant
- Understanding of legal language and principles, research methods, court pleadings and processes, and other related matters
- Experience with civil and criminal cases in D.C. Superior Court
- Excellent written and verbal communication skills
- Demonstrated experience, knowledge, or interest regarding sex trafficking and/or sexual assault within the legal system
- Strong attention to detail and time management skills
- Ability to work independently and efficiently
- Ability to maintain confidentiality, and to exercise discretion and good judgment
- Proficient with Google Suite; experience working with case management software (*i.e.* Clio)
- Experience working with underserved communities and/or individuals who have experienced trauma

Responsibilities

- Meets with attorneys and clients to discuss assigned cases or projects
- Drafts legal documents including routine pleadings and motions, affidavits, and interrogatories; files motions and pleadings according to judicial procedures
- Researches and analyzes statutes, regulations, legal articles, judicial decisions, and other legal sources; provides written analysis to attorneys
- Interviews clients and witnesses and prepares summaries of their statements
- Prepares, organizes, stores, and retrieves case files, which may include evidence, exhibits, depositions, pleadings, exhibits, and other items
- Assists attorneys with trial preparation and attends court hearings as needed
- Maintain case records and notes via case management system
- Performs other related duties as assigned

This position is part-time (15-30 hours/week) and reports to the Executive Director. Compensation is \$27/hour. To apply, please send a cover letter, resume, and list of three references to recruiting@amaralegal.org.

The Amara Legal Center is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, work related injury, covered veteran status, political ideology, genetic information, marital status, family responsibilities or any other factor that protects from employment discrimination.