ACLU Wisconsin

Paralegal - Job Posting

Organization and Opportunity Overview

The ACLU-WI is a statewide non-profit, non-partisan, private organization with *21,000* members. The ACLU-WI is widely recognized as a cutting-edge and leading advocate for civil rights and civil liberties in the state, and works closely with other state organizations that share compatible goals. Our mission: *The American Civil Liberties Union of Wisconsin fights to protect, defend, and expand civil rights and liberties – particularly for communities historically denied their rights – through nonpartisan advocacy, community education, litigation, and organizing in order to create a more just future.* The ACLU of Wisconsin's combined operating budget is approximately $4.5 million with headquarters in the City of Milwaukee. The organization has a diverse staff of up to 30 individuals.

Position Overview

The Paralegal is a staff position within the ACLU-WI's Legal Department. The Paralegal is responsible for providing assistance to the Legal Department in investigating and litigating selected civil liberties and civil rights cases in Wisconsin state and federal courts

Job Context

The Paralegal reports to the Legal Director and works with the Legal Department attorneys and other staff members across the organization to create high impact litigation strategies and assist the Legal Department in all of its work. The position is based in the Milwaukee area in a hybrid work environment (in-person and remote as necessary). Work may include some nights and weekends and occasional travel at the expense of the organization.

Responsibilities include:

Paralegal Responsibilities include:

The Paralegal will perform a variety of duties and administrative tasks in support of the entire legal team including:

- Manage legal intake requests, including online and/or written complaints, coordinating monthly intake review, and data entry;
- Assist in case development, including factual research, legal research, interviews, information and evidence gathering and analysis;

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- Assist in case management. Meticulously maintain legal case files (opening, ongoing maintenance, and archiving) in electronic form and where appropriate, paper formats;
- Manage and serve as Administrator of case management system ("LegalServer") and coordinate with case management company on modifications and other technical assistance and troubleshooting;
- Under direction of attorneys, manage administrative/logistical aspects of litigation, such as managing document productions and review processes during discovery, serving discovery documents, and arranging for court reporter services;
- Preparing, filing, and serving court filings on behalf of attorneys;
- Manage calendars and process scheduling requests to ensure case deadlines are met;
- Assist in maintaining good client relations;
- Draft routine correspondence and procedural motions for attorneys' signatures as needed;
- Draft and send record requests to government agencies as requested by attorneys, and be able to collect, organize, and summarize responses received from those requests;
- Cite-check, proofread, and format documents in preparation for filing;
- Assist attorneys in timekeeping/reporting on certain cases;
- Support the legal team in the recruitment, selection, supervision, and evaluation of staff, including law clerks, interns, and volunteers;
- Adhere to the highest standards of professional ethics and client confidentiality;
- Actively support a collaborative, mutually respectful work environment within the legal team and across the organization;
- Appear at public events on behalf of the organization, on occasion.
- Support the Legal Department during peak hiring periods by reviewing resumes, screening applicants and participating in candidate interviews
- Other duties as assigned

Experience & Qualifications

- Commitment to Equity, Diversity, Inclusion, and Belonging as core values;
- A strong commitment to the mission and goals of the ACLU, racial justice, dismantling white supremacy and incorporating a structural power analysis into work;

- Knowledge and understanding of how power and oppression is manifested in matters of race, ethnicity, age, gender, sexual orientation, gender identity, gender expression, religion, ability, citizenship and socio-economic circumstances;
- Excellent communication and interpersonal skills. The ability to work across lines of difference, working effectively with colleagues at all organizational levels, with clients, and community partners, and volunteers;
- Advanced organizational and case management skills; meticulous attention to detail;
- Ability to identify primary and secondary authorities to validate the research, select and apply a range of appropriate operational and management tools and techniques;
- Ability to maintain absolute confidentiality, exercise sound independent judgement and exhibit high levels of integrity, discretion, and diplomacy;
- Skilled in communicating both orally and in writing;
- Advanced skills in Microsoft Office and Google Suite;
- Ability and willingness to become in-house expert on cloud-based case management system ("LegalServer");
- Self-starter, follow-through, ability to set priorities and to seek assistance in setting priorities, and the ability to meet deadlines;
- Ability to work creatively with good problem-solving skills, with ability to develop and execute effective organizational strategies;
- Ability to handle difficult and sensitive factual situations in the intake process that involve the violation of individuals' rights in often traumatic situations;
- Willingness to receive and respond to feedback, communicate directly regarding issues that arise in cases, and works as a cohesive and collaborative member of a multi-person and multi-firm litigation team;
- Other administrative duties as assigned.

Qualifications preferred, but not required

- Paralegal training certificate or degree and three years of paralegal experience or an equivalent combination of education and experience is preferred;
- Active Paralegal Certification and compliance with continuing education requirements through the State Bar of Wisconsin;
- Experience working in a non-profit setting;
- Experience working in any of the ACLU-WI's core areas of practice, either in the legal context, or some other way (such as organizing, advocacy, or by way of being directly impacted);
- Federal court filing experience is strongly preferred;
- Fluency in Spanish or another non-English language is considered an asset, but not required.

Working Conditions: Hybrid work requirements consisting of approximately a 40-hour work week with work from home permitted when work responsibility allows, prioritizing

caregiving and work-life balance needs. The position requires maintaining physical file records and word processing.

- Ability to work at a computer for multiple hours a day;
- Prolonged periods sitting at a desk and working on a computer;
- Visual acuity for extensive reading, preparing, and analyzing information, and viewing a computer terminal;
- Ability to do light physical activity including occasional lifting and carrying of office supplies, packages, and equipment weighing up to 20 pounds to facilitate organization, filing, and event assistance

Mental Demand: Decision making, emotional intelligence, giving and receiving feedback and building trusting, collaborative relationships. The nature of this work can be emotionally demanding and requires thoughtful communication.

Physical Requirements

- **Stationary positioning**: Must be able to remain in a stationary, seated position for 50 to 75% of the working period.
- **Mobility**: Ability to move about as needed in the office or at offsite venues. Occasionally may be required to ascend or descend from one level to another.
- **Transporting:** Must be able to lift and/or carry items weighing up to 10 pounds frequently and up to 25 pounds occasionally.
- **Communicating**: The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- **Determine/Observe**: The ability to observe details at close range.
- **Operation of Machinery**: Must be able to constantly operate a computer and other office productivity machinery, such as calculators, copy machines, computer printers and other devices.
- **Temperature**: Typically works in a climate controlled, indoor environment. May occasionally work in other environments at offsite venues that would include some exposure to outdoor areas with variation in hot and cold temperatures

Compensation: Compensation is based on relevant experience and skills, ranging from approximately $26.36/hour to $30.77/hour. The organization provides employees $60 per month for internet and cell phone allowance. Benefits include paid vacation and sick leave, Up to 12 weeks paid family medical/parental leave, and optional medical (includes one plan at no cost to the employee), vision, dental coverage, life insurance, short- and long-term disability insurance, and a 401(k) retirement fund with a stepped employer match.

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How to Apply: Please **email** a single document of the requested documents to **hr@aclu-wi.org,** please use '[YOUR NAME]- Paralegal' in the subject line of the email. The requested items are the following:

- Cover letter explaining how you are qualified for this position and why you're interested in being part of the ACLU of Wisconsin;
- Resume;
- Final interviewees will need three professional references.

Priority Deadline: We will accept applications until the position is filled.

This job announcement provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU of Wisconsin reserves the right to change the description and/or posting at any time without advance notice.

The ACLU of Wisconsin is an equal opportunity/affirmative action employer and strongly encourages people of color, people with disabilities, members of the LGBTQ+ community, and formerly incarcerated people to apply. The ACLU of Wisconsin undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact us at hr@aclu-wi.org.

The ACLU of Wisconsin is composed of two separate corporate entities, the American Civil Liberties Union of Wisconsin and the American Civil Liberties Union of Wisconsin Foundation. Both organizations share office space and employees.