Paralegal Job Description

AGENCY DESCRIPTION

Disability Rights Connecticut, Inc. ("DRCT") is an independent, nonprofit organization established as the successor protection and advocacy system to Connecticut's Office of Protection and Advocacy for Persons with Disabilities, which was abolished by Connecticut law on June 30, 2017. DRCT's mission is to advocate, educate, investigate and pursue legal, administrative, and other appropriate remedies to advance and protect the civil rights of individuals with disabilities to participate equally and fully in all facets of community life in Connecticut. We are a statewide organization funded primarily by federal grants.

JOB DESCRIPTION

Disability Rights Connecticut (DRCT) seeks an enthusiastic, self-motivated paralegal to join DRCT in protecting and promoting the civil rights of people with disabilities. The DRCT paralegal will carry a diverse workload working closely with attorneys and advocates to provide high quality service as DRCT works toward an improved quality of life for individuals with disabilities, their families, and our community as a whole.

JOB RESPONSIBILITIES

The Paralegal:
- researches legal sources such as statutes, judicial decisions and regulations,
- writes abstracts of evidence and summaries of information,
- composes routine correspondence, maintains statistical records and prepares legal documents,
- organizes and maintains records required for billing for fees,
- ensures legal resources (electronic and other formats) are organized and current,
- updates the legal calendar
The Paralegal will assist with record and file management, case preparation, and calendaring case and project deadlines. S/he may make presentations to the public on behalf of DRCT and attend professional trainings/continuing education opportunities. The Paralegal will provide administrative support to program staff and supervisors as necessary. He/she will work under the direct supervision of the Legal Director. Other job duties may be required as needed.

**MINIMUM QUALIFICATIONS**

- At least two years of experience working with people with disabilities or personal experience.
- Formal training in paralegal studies or legal assistant training. Two years of full-time or equivalent part-time paid experience in a legal setting which required performing legal research and preparing legal documents under the supervision of an attorney may be substituted for the formal training in paralegal studies or legal assistance training.
- Strong and effective writing and verbal communication skills.
- Strong organizational skills.
- Interpersonal, relationship-building and collaboration skills to be able to work well with others inside and outside DRCT.
- Ability to maintain thorough and complete records.
- Ability to work independently with appropriate supervision.
- Competency in computer, keyboarding and database skills.

Other desirable qualifications for this position include:

- Bilingual in Spanish and/or ASL.
- Experience with or sensitivity to individuals from various racial, ethnic or language-distinct communities.
- Knowledge of laws, rights and services as they pertain to individuals with disabilities.

**DISCLAIMER**

This position description serves as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to modify, or rescind, this position description at any time, with or without prior notice.

**APPLICATION PROCESS**

Applications must include: (a) a letter expressing your interest in the position, how you meet the qualifications, and why you would be a good candidate; (b) current resume; (c) names and contact information of three references.
**Deadline:** Open until filled. Applications received by September 30, 2019 will be considered for the first round of interviews. Materials should be submitted in Microsoft Word or PDF format and emailed to MaryJane Keane at MaryJane.Keane@disrightsct.org.

DRCT is a fair employment practices/equal opportunity/disability accessible employer committed to maintaining a diverse workplace. Qualified candidates from diverse personal, cultural, and ethnic backgrounds are encouraged to apply.

Job Type: Full-time