

Career Opportunity
PARALEGAL [LGLF-29]
AMERICAN CIVIL LIBERTIES UNION
National Legal Department, NY

The **American Civil Liberties Union (ACLU)** invites applications for a **Paralegal** to work with the National Legal Department, which litigates a broad range of cases in both federal and state courts nationwide to enforce and extend civil liberties protections in areas such as free speech, religious liberty, race discrimination and national security and civil liberties.

OVERVIEW:

The paralegal will work with National Legal staff attorneys primarily on cases to protect the First Amendment right to free expression. The docket includes cutting-edge cases to protect the right to protest after 9/11, to fight censorship and protect fair use on the Internet, to resist restrictions on the right to free speech in traditional public forums and to oppose overbroad campaign finance restrictions. The Paralegal will be an integral part of the legal team, will attend regular staff meetings and will have the opportunity to learn about current threats to free speech rights and the legal landscape for challenging them.

ROLES AND RESPONSIBILITIES:

- Manage intake system to respond to requests for legal assistance.
- Cite check, edit, format, produce and serve litigation documents; cite-check briefs and memoranda; summarize depositions.
- Draft affidavits and maintain document files.
- Collect and analyze statistical data for use in litigation and public education materials.
- Conduct Internet and other factual research.
- Provide support to attorneys in client and witness interviews.
- Prepare background memoranda on selected policy issues.
- Perform administrative duties as requested.

EXPERIENCE AND QUALIFICATIONS:

- Bachelor's degree or combination of related experience and education preferred.
- Excellent research and writing skills.
- Strong working knowledge of Windows 2000 environment, especially Word and Word Perfect; familiarity with other computer programs including Excel, database software, Westlaw and the Internet.
- Strong communication and interpersonal skills.
- Strong organization skills.
- Must be self-motivated and able to work independently as well as within a team.
- Must be committed to assisting ACLU in its mission to defend civil liberties.
- Demonstrated interest in First Amendment issues preferred.
- Willingness to travel on occasion.

COMPENSATION:

The ACLU offers a generous and comprehensive compensation and benefits package, commensurate with experience and within parameters of the ACLU compensation scale.

HOW TO APPLY:

If you are a proactive and resourceful team player with a passion for public interest issues, please send a cover letter (with salary requirements) and resume by email to hrjobs@aclu.org. Reference [LGLF-29/AICH] in subject line – or by mail to:

Human Resources

RE: [LGLF-29/AICH]

American Civil Liberties Union

125 Broad Street, 18th Floor

New York, NY 10004

Applications will be accepted until the position is filled, which will not be before June 27, 2008. Please indicate where you learned of this job posting

The ACLU is an equal opportunity/affirmative action employer and encourages applications from women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.

The ACLU comprises two separate corporate entities, the American Civil Liberties Union and the ACLU Foundation. Both the American Civil Liberties Union and the ACLU Foundation are national organizations with the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name “ACLU