

Innocence Project of Florida – Paralegal October 23rd, 2023

The Innocence Project of Florida, Inc. (IPF) is seeking a Paralegal with a demonstrated passion for social justice. The Paralegal position will be a full-time position in a flexible/hybrid environment (remote and in-office) and will report to the Legal Director. The Innocence Project of Florida is a 501(c)(3) non-profit legal defense organization dedicated to representing individuals in Florida's prisons who can prove their innocence through the use of DNA testing and other newly discovered evidence. IPF is the premier criminal justice organization in Florida and has helped secure the release of numerous individuals who collectively spent over 647 years in prison for crimes they didn't commit.

SUMMARY:

IPF's Paralegal will provide support to IPF's attorneys. The Paralegal will assist with research related to litigation, case development and/or projects related to the mission of the organization. The successful candidate will be able to multi-task and maintain a high level of organization in a fast-paced environment; excel working both as a team member and independently on projects; demonstrate good written and oral communication skills; exhibit resilience, creativity, and flexibility; and have a proven ability to quickly learn and integrate new information and skills.

ESSENTIAL JOB FUNCTIONS:

- Assist attorneys with case management and support including substantial document management;
- Conduct research related to litigation/legal case development, i.e. verify evidence and investigate facts of case including, but not limited to, searching news media, scholarly journals, Westlaw, Accurint, and internet sources;
- Facilitate IPF's pro bono program with the Florida Bar Foundation, managing contacts with prospective pro bono attorneys who wish to assist IPF with various matters;
- Cross-train with IPF's intake department to assist with the screening of cases as needed;
- Manage litigation support projects including other team members as necessary;
- Prepare and organize information, notes, and research memos;
- Assist with field investigations, discovery and hearing preparation;
- Prepare exhibits for depositions and hearings;
- Maintain case files and manage case documents in matter management and litigation management and review databases;
- Maintain pleadings and correspondence files and handle client correspondence as needed;
- Check legal forms and documents for accuracy;
- Research court rules and procedures and communicate these to attorneys to ensure accuracy of filings and non-rejection by courts;
- Draft and /or assist with preparation of legal documents for filing and service;
- Communicate with witnesses, clients and others in person and over the phone as required;
- Summarize deposition transcripts, discovery documents and client records;
- Coordinate with court reporters and others to arrange for depositions;
- Coordinate arrangement for service of subpoenas and summonses;

- Assist with electronic filings of case pleadings;
- Maintain docketing/calendaring of case deadlines;
- Assist in drafting requests for public records/information, as well as analyzing and organizing responses to such requests;
- Assist with training and administration of litigation software and legal research database use;
- Assist with special projects as needed; and
- Other duties as assigned.

QUALIFICATIONS & EXPERIENCE:

- A minimum of 3-5 years of paralegal or legal research experience required;
- Paralegal Certificate desired;
- Excellent computer skills required; must be highly proficient in word processing, spreadsheet and database programs;
- Knowledge of litigation software (i.e. document and time management software, document review platforms, e-discovery processing software) and legal and research databases (i.e., Westlaw); and
- Knowledge of filing procedures and requirements for various courts, including state, federal and appellate courts, and experience researching courts; and
- High school diploma or GED required, Bachelor's degree preferred.

KEY COMPETENCIES:

The selected candidate **must possess:**

- Strong research skills;
- Excellent analytical and writing skills;
- Excellent problem solving, communication and interpersonal skills;
- Must have continual attention-to-detail in composing, typing, and proofing materials, establishing priorities and meeting deadlines;
- Strong organizational skills, follow-through, and flexibility around changing priorities and deadlines;
- Ability to manage litigation support projects, cases and support multiple team members as necessary;
- Ability to work collaboratively in a fast-paced work environment;
- Ability to work effectively as part of a team;
- Commitment to a non-hierarchical approach to clients and a client-centered approach to advocacy and ability to work on delicate issues in a compassionate and sensitive manner; and
- Commitment to ideals of justice, diversity, equity, and inclusion; and

Most of all, the ideal candidate absolutely must have a strong commitment to assisting underserved populations, fighting against racism and racial injustice and furthering IPF's core mission of finding and freeing innocent people in Florida's prisons.

COMPENSATION:

The anticipated salary range for this position is \$50,000-\$60,000

BENEFITS:

Besides being afforded the opportunity to work in an exciting, dynamic and collegial small-office environment, the Paralegal will receive fully paid health, dental, and vision insurance, short- and long-term disability coverage, life insurance, and a generous vacation and sick time allowance. Additionally, IPF is in the process of implementing a retirement match benefit to employees to be effective in early 2024.

HOW TO APPLY:

Please submit resume, cover letter, and list of references to application at www.floridainnocence.org/employment

The Innocence Project Florida is an equal-opportunity, affirmative-action employer, that strives for diversity among its applicant pool as well as within its staff and board. We do not discriminate in employment decisions based on race, color, religion, sex, gender identity, sexual orientation, national origin, citizenship, age or disability. We strongly encourage people from all backgrounds, especially racial and ethnic minorities, veterans, people with disabilities, and smart people with non-linear/non-traditional experience and educational backgrounds to apply for this position. Most importantly, no matter their background, the person selected for this position must embrace, advocate for, and deeply value equity, diversity, and inclusivity.