

# Litigation Assistant, Healthy Communities

## Los Angeles, California

Earthjustice is the premier nonprofit environmental law organization. We take on the biggest, most precedent-setting cases across the country. We wield the power of law and the strength of partnership to protect people's health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups, supporters, individuals and communities to engage the critical environmental issues of our time, and bring about positive change. We are here *because the earth needs a good lawyer*.

Founded in 1971, Earthjustice has a distinguished track record of achieving significant, lasting environmental protections. We achieve this by hiring people who share a passion for justice and a healthy environment. Our headquarters are in San Francisco with offices in Anchorage, Chicago, Juneau, Los Angeles, Tallahassee, Honolulu, New York, Philadelphia, Denver, Seattle, Bozeman, and Washington, DC.

This position provides paralegal and administrative support for lawyers in the Los Angeles Office, and also offers backup support when the Office Manager is out of the office.

### **Responsibilities:**

#### Paralegal (70%):

- Coordinate with attorneys to prepare documents for filing in court and before agencies, including:
- Formatting for compliance with court rules;
- Proofreading, bluebooking, and cite-checking;
- Preparing tables of contents, tables of authorities, exhibits, and exhibit lists; and
- Filing and serving.
- Perform factual and paralegal research and draft memos regarding research.
- Maintain litigation calendar, including:
- Monitoring, computing, and scheduling court and agency deadlines based on court orders and other sources; and
- Organizing meetings and events.
- Maintain digital and physical files, including:
- Case pleadings, general litigation documents, and general correspondence; and
- Document production database (Logikcull).
- Work with attorneys to prepare client communications, including retainer agreements, litigation hold letters, and joint defense agreements.
- Become familiar with relevant court rules.
- Monitor Federal Register, Court, and/or other web sites as requested by attorneys.
- Assemble and oversee (re)production of documents, exhibits, and other materials for court or administrative agency filings, service, hearings, depositions, and/or oral arguments.
- Assist attorneys with recruiting activities, including identifying college contacts and finding relevant recruiting events.
- Assist fellow litigation assistants both organization-wide and within the Los Angeles office.

#### Administrative (30%):

- Work with IT Department to identify and resolve computer and technical problems.
- Cover receptionist duties as needed.
- Help with general office functions like mail and packages, preparing expense reports, requesting maintenance, and interfacing with vendors.
- Take notes at staff meetings.

- Help prepare for events.
- Schedule meetings for attorneys.
- Support the hiring process, including assistance with onboarding.
- Maintain subscriptions and order additional publications as needed.

General:

- Other tasks as assigned as needed.

**Qualifications:**

- Bachelor's degree preferred or equivalent experience.
- Demonstrated, strong administrative skills
- Paralegal experience or training a plus but not required
- Interest in and knowledge of environmental, social justice, or public interest issues a plus.
- A can-do attitude, meticulous attention to detail, and an unrelenting commitment to high performance standards.
- Excellent research, analytical, writing, and computer skills (word processing, databases and spreadsheets, Internet, etc.).
- The ability to organize, set priorities among multiple assignments, meet deadlines, and function calmly under pressure.
- The ability to work effectively as part of a team, including with remote staff, and to maintain confidential information.
- Flexible, punctual, highly reliable, and available for occasional evening and weekend work. Ability to work for extended periods on the computer as needed to meet filing deadlines.
- A team player who will enthusiastically take on tasks that range from intellectually challenging to routine administrative work. Ability to work independently to identify, analyze, and complete tasks.
- Excellent computer skills (Adobe Acrobat, Microsoft Office Suite preferred).
- Excellent command of spelling, punctuation, and grammar.
- Strong time management and organizational skills.
- Demonstrate an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Contribute to the creation of a diverse, equitable, and inclusive work culture that encourages and celebrates differences.

**Salary is based on experience and location.**

**Salary range for Litigation Assistant I in Los Angeles, CA: \$58,300 - \$64,800**

We offer a mission and employee-focused work environment and a competitive compensation package including excellent benefits. Earthjustice is an equal opportunity employer and highly values diversity.

**TO APPLY:** [https://app.jobvite.com/j?cj=oL3Mafwu&s=Turtle\\_Talk](https://app.jobvite.com/j?cj=oL3Mafwu&s=Turtle_Talk)

Interested candidates should submit a cover letter and resume online via the Jobvite system.

Please, no phone calls, hard copies, or drop-ins. If you're having technical difficulties submitting your application, reach out to [jobs@earthjustice.org](mailto:jobs@earthjustice.org)

*Earthjustice is driven by a passion for justice, partnership, and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion,*

*physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor that is not related to the position.*

*For positions located within the City and County of San Francisco: Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment-qualified applicants with arrest and conviction records.*

*For positions located within the City of Los Angeles: We will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.*