

CIVIL RIGHTS PARALEGAL OPENING

Position and Background

Relman & Dane, PLLC, a public interest law firm in Washington, D.C. that represents primarily plaintiffs in discrimination cases, including fair housing, fair lending, employment discrimination, and public accommodations cases, is looking for full-time paralegals to work with the Firm's lawyers.

Relman & Dane's civil rights practice includes race, disability, gender, familial status, national origin and sexual orientation discrimination cases. The Firm also provides compliance counseling to corporate and not-for-profit clients in the areas of fair housing, employment, public accommodations, and fair lending. For more information on the Firm and its work, please visit our website at www.relmanlaw.com.

Responsibilities

Duties include conducting interviews with potential clients and drafting memoranda analyzing their claims, conducting factual investigations, performing factual and legal research, reviewing documents during the discovery phase of litigation, organizing and maintaining case files, interviewing witnesses, working with attorneys to prepare client presentations, and assisting with trial preparation. The paralegal will also be expected to perform various administrative tasks.

Qualifications

The position requires outstanding writing ability; strong analytical, organizational, and interpersonal skills; flexibility; knowledge of Word Perfect for Windows, Microsoft Word, and PowerPoint; and a willingness to work in a team environment. Candidates must have completed a Bachelor's degree by start date of position and be willing to commit to two years with the firm. Applicants are expected to demonstrate a dedication to civil rights, strong academic credentials, and an interest in litigation. Fluency in Spanish and knowledge of Excel and Access are preferred. Minority applicants are strongly encouraged to apply.

Application

Applications will be reviewed on a rolling basis. While hiring will begin as soon as possible, starting dates will be in the beginning of summer of 2010. Interested persons should send a resume, cover letter, writing sample, and list of references by mail or email to the address below.

Contact:

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