

# Job Description: Litigation Paralegal

## **About us**

The Reporters Committee for Freedom of the Press provides pro bono legal representation, amicus curiae support, and other legal resources to protect First Amendment freedoms and the newsgathering right of journalists. The Reporters Committee serves the nation's leading news organizations; thousands of reporters, editors, and media lawyers; and many more who use our online and mobile resources.

## **The position**

The Reporters Committee for Freedom of the Press is currently seeking a paralegal with at least one-year experience to join its legal team. This newly created DC-based position represents an opportunity to provide support to a team of dedicated lawyers who represent the Reporters Committee, news organizations, and individual journalists in impact and defense litigation involving access to judicial records/proceedings, freedom of information, libel, and other newsgathering and First Amendment matters. The Litigation Paralegal is an integral position within a vibrant, growing and well-respected organization with national presence. This position reports directly to the Legal Director.

## **Key responsibilities include:**

- Maintain and manage RCFP's litigation docketing system;
- Submit and track federal Freedom of Information Act and state public records requests;
- Review and docket court calendars, orders, and other legal documents;
- Organize and maintain case pleadings and files;
- Assist staff attorneys with the preparation of court pleadings, briefs and other legal documents and court forms;
- Cite check briefs prior to filing;
- Provide clerical and administrative support to staff attorneys;
- Prepare and coordinate filing and legal documents;
- Assist staff attorneys with the preparation of correspondence to court, opposing counsel, or clients;
- Organize, maintain, and update case and client information in RCFP legal databases;
- Assist attorneys with successful case management

## **Required qualifications:**

- At least one-year relevant experience as a paralegal or legal assistant;
- Bachelor's degree

## **Desired qualifications:**

- Proficiency in Spanish;
- Must have good judgment and the highest level of professional integrity;
- Desire and ability to work in a fast-paced, innovative, and collaborative environment;

- Detail-oriented, highly organized, and able to multitask and work independently to meet deadlines;
- Excellent interpersonal skills and the ability to work well under pressure;
- Demonstrated commitment to mission-based organizations;
- Commissioned as a District of Columbia notary public;
- Ability to work full-time, mostly remote during the COVID-19 pandemic, except as needed to produce paper briefs in RCFP's Washington, DC-based office.

During the pandemic, RCFP has implemented remote work for its employees where available. In those instances where functional work must be performed at our office, we have safety protocols in place: employees and other individuals who enter the workplace are advised to follow personal hygiene practices to prevent infection (e.g., wearing a face mask, hand washing with soap and water or the use of hand sanitizer with at least 60% alcohol) and will be provided access to masks and basic hygiene supplies (e.g., soap, water, hand sanitizer, etc.).

### **Salary and benefits**

- Our generous benefit package should also be considered. For this full-time position, RCFP offers:
- A competitive annual base salary between \$55,000 and \$70,000 based on level of experience, with 2 weeks paid time off in addition to all federal holidays, Juneteenth plus the days between Christmas and New Year's Day when the office is closed;
- A retirement savings plan, including 5% employer match from date of hire;
- Comprehensive employer paid insurance coverage, including medical, dental, vision, life, and disability;
- Ability to use pre-tax dollars for dependent care and commuting expenses;
- A collaborative and inclusive work environment

### **To apply**

Interested candidates should send a cover letter, resume and contact information for three references to the Reporters Committee's Operations Assistant, Samantha Espinosa via email at [sespinosa@rcfp.org](mailto:sespinosa@rcfp.org). Email subject line should state: Candidate for Litigation Paralegal. We will consider applications immediately, and on a rolling basis until the position is filled. We expect to close the process by August 21 in order to have the position filled by September 8.

*RCFP is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: RCFP is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at RCFP are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. RCFP will not tolerate discrimination or harassment based on any of these characteristics. RCFP encourages applicants of all ages.*