

Paralegal

Company Name: Disability Rights Iowa (www.disabilityrightsiowa.org)

Job Title: Paralegal

Location: 666 Walnut St, Ste 1440, Des Moines IA 50309

Opening Date: Friday January 7th, 2022

Closing Date: For earliest consideration apply by January 21st, 2022

Job Type: Full Time Non Exempt

Supervision: Legal Director

Agency Description: Disability Rights Iowa (DRI) is a well-established innovative non-profit legally based organization dedicated to advancing the rights of Iowans with disabilities. DRI is the federally mandated protection and advocacy agency for individuals with disabilities and/or mental illness in Iowa. Disability Rights Iowa works to achieve fairness and justice for people with disabilities through quality representation, advocacy, investigations of abuse and neglect, peer/self-advocacy services, community partnerships, legislative and regulatory advocacy work, education and outreach. DRI strives to pursue litigation and advocacy that addresses current pressing needs of the Disability Community, proactively identifies future needs and constructs innovative solutions that continue to expand the human and legal rights of individuals with disabilities. DRI's legal work includes individual and impact litigation. For more information, go to www.disabilityrightsiowa.org.

Disability Rights Iowa is committed to creating a diverse workforce to strengthen our organization and is proud to be an Equal Opportunity Employer. We strive to have a workforce that represents the communities we serve.

Paralegal Job Description: Assists attorneys and advocates with legal issues, including drafting of pleadings and letters, legal research, exhibit and file organization. Manages on-site case files and carries out quality assurance checks on closed files. Provides administrative assistance in support general agency operations in conjunction with the Operations Manager. The paralegal may also participate in additional duties, advocacy and monitoring activities as assigned.

Job Responsibilities:

- A. Provides administrative assistance with DRI's intake process and creation of intake documents.
- B. Manage, organize, and maintain documents in paper or electronic filing systems for attorneys and advocates.

- C. Draft and proofread correspondence and legal documents, such as pleadings, releases and retainer agreements.
- D. Communicate with clients and witnesses to schedule meetings, interviews, and depositions.
- E. Provide discovery support in Administrative Hearings, State and/Federal Litigation, Class Actions, And Appellate litigation.
- F. Collect, examine, and organize evidence and other legal documents for attorney review, case preparation, and for any Administrative hearing, State and/or Federal Litigation, Class Actions and Appellate Proceedings.
- G. Manages the Quality Assurance Review and case closure management on all agency files.
- H. Research regulations, laws, and legal articles to assist with the preparation of reports, case files, and legal advice.
- I. Assists in general administrative duties in support of agency operations and the fiscal office.
- J. Maintain Notary Public services.
- K. Assists in preparation of documents for the Agency's Quarterly Board of Directors and Advisory council meetings.
- L. Updates the Legal Library.
- M. Other work as assigned by Executive Director or Legal Director.

Minimum Qualifications:

1. Bachelor's degree in Paralegal Studies or Bachelor's Degree and Paralegal Certificate required
2. A minimum of two (2) years previous experience in a legal setting
3. A minimum of two (2) years previous experience assisting attorneys with discovery and litigation
4. Strong and effective writing, verbal and negotiating communication skills, including the ability to do so in a concise manner, even when doing so regarding complex issues
5. Strong organizational skills
6. Excellent interpersonal , relationship-building and collaboration skills to be able to work with others inside and outside of the organization
7. Ability to analyze complex problems and develop creative solutions
8. Ability to stay calm and relaxed when working with individuals who may be in a crisis situation
9. Ability to be flexible to changing work assignments and processes.
10. Ability to maintain confidentiality

11. Ability to conduct self in a professional manner
12. Ability to maintain thorough and complete records
13. Ability to work independently with appropriate supervision
14. Proficient in Excel

Desirable Qualifications:

1. Experience with or sensitivity to individuals with disabilities and/or mental illness;
2. Experience as a person with a disability or as a member of a nondominant cultural group, or experience working with or living with persons with disabilities or within a nondominant cultural community.
3. Demonstrate understanding of disability rights values in daily work (self-determination, person-centered services, informed consent, equal opportunity, independence and inclusion.)

Equal Opportunity Employer

Disability Rights Iowa is an Equal Opportunities Employer. It is the policy of DRI to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, ethnicity, ancestry, religion, age, sex, gender, sexual orientation, gender identity/expression, pregnancy, medical condition or genetic information, veteran status, national origin, disability, marital or other protected status.

Disability Rights Iowa values diversity. Individuals with disabilities, people of color, LGBTQIA+ individuals and others who contribute to staff diversity are especially encouraged to apply.

DRI is committed to providing reasonable accommodations to qualified individuals with disabilities who are applicants or employees. Applicants interested in seeking reasonable accommodations for the application process please contact Katie Vande Vorde, Operations Manager, Disability Rights Iowa kvandevorde@driowa.org.

How to Apply:

E-mail cover letter and resume, to:

Katie Vande Vorde, Operations Manager, Disability Rights Iowa kvandevorde@driowa.org.

No phone calls please.