



DISABILITY RIGHTS

PENNSYLVANIA

Disability Rights Pennsylvania
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www.disabilityrightspa.org

LEGAL ASSISTANT – PHILADELPHIA

Disability Rights Pennsylvania (“DRP”) is looking for a Legal Assistant who will be responsible for assisting with the day-to-day operations of our litigation work, including carrying out administrative tasks and providing support to the lawyers in matters aimed at protecting the rights of people with disabilities to be free from discrimination, abuse and neglect in the receipt of government services and in public accommodations, employment, voting, education and housing. The Legal Assistant reports to the Senior Paralegal and Managing Attorney-Litigation.

DRP encourages applications from BIPOC, LGBTQIA+, and the disability community. Our identity, experience, and unique perspectives connect us with the diversity within the disability community and the larger civil rights movement. DRP is a workplace where individuals bring their authentic selves to work, our built environment is physically accessible, our IT department ensures that all our content is accessible, and we provide a variety of accommodations to our staff. If you need a reasonable accommodation during the application process, please contact Peri Jude Radevic, CEO at pradecic@disabilityrightspa.org. DRP is engaging in diversity, equity, and inclusion evaluation and training and is committed to learning and improvement in these areas.

DRP is a great place to work! We have a [flexible work policy](#) and a [generous benefits package](#). The salary for this position is \$50,000 (\$25.64/hour).

DRP is a private, nonprofit organization with offices in Harrisburg, Philadelphia, and Pittsburgh, Pennsylvania. Since 1977, DRP has been the protection and advocacy agency in Pennsylvania, operating under the authority of nine federal statutes and regulations and funded largely through federal appropriations. These federal programs exist to protect

Protecting and advancing the rights of people with disabilities

people with disabilities against abuse, neglect, and to provide legal and advocacy assistance to those whose rights are violated in areas like special education, housing, public access, employment, waiver services, and more.

DRP protects and advocates for the rights of people with disabilities so that they may live the lives they choose, free from abuse, neglect, discrimination, and segregation. For more than 40 years, DRP has offered free legal and advocacy services statewide to people with disabilities on issues that fall within its annual program goals and objectives. To view DRP's goal and objectives, visit <https://www.disabilityrightspa.org/what-we-do/priorities/>. DRP offers legal and advocacy services, training, information and referral, and outreach. All services are accessed through a toll-free intake system at 1-800-692-7443. In addition to litigation, DRP uses investigations and monitoring, policy advocacy, and education to achieve its mission.

DRP is part of a national system of protection and advocacy agencies created by Congress in the early 1970's to stop abuse and neglect. Since then, DRP's mandate has grown with the passage of laws that have expanded the rights of people with disabilities. To learn more about the protection and advocacy network, visit <https://www.ndrn.org/>.

Requirements of this position:

1. Uses computer 4 to 7.5 hours per day.
2. Spends 2 to 3 hours per day in meetings.
3. Requires working under a moderate degree of stress (time constraints; deadlines; multi-tasking high-level projects and issues; complex issues; prioritizing work; and conflict resolution).
4. Light travel, generally within Pennsylvania, is required (5%).

Essential Functions:

- Keeps cases organized by establishing and maintaining electronic case files; keeps, monitors, and maintains all personal and litigation calendars, and case deadlines, including, documenting actions, sending reminders, and following up.
- Inputs information into file database and case management software.

- Helps develop cases by maintaining contact with people involved in the case; schedules depositions, meetings, and other activities; prepares and forwards summonses and subpoenas; drafts and serves legal documents; tracks legal documents; prepares, sends, and tracks records requests; prepares correspondence; and generates status reports.
- Supports case preparation by drafting case summaries and timelines; requests and organizes records; prepares, sends, and tracks correspondence; proofreads and formats legal documents and exhibits; files documents with various courts; prepares materials for meetings, depositions, trial, hearings, and settlement conferences; pulls cases from legal research databases; tracks and maintains records for case-related expenses and litigation billing/timekeeping.
- Responsible for mailing, faxing, copying, and scanning correspondence and documents.
- Scheduling and arranging attorney travel.
- Assists attorneys in registering for CLE programs and in obtaining and renewing bar and organizational memberships and creating and maintaining attorney PACER account(s), legal administrative accounts and billing, and other local and federal attorney court accounts.
- Performs other related duties as assigned.

Minimum Qualifications:

1. Bachelor's degree or equivalent Paralegal certification preferred.
2. Minimum of 2 to 3 years of experience as a legal assistant. Civil Litigation experience preferred.
3. The ability to take direction and follow through on all instructions.
4. Effective communication skills.
5. Strong organizational skills and attention to detail.
6. Demonstrated knowledge of Microsoft Office Package, including Outlook, Word, and Excel, and Adobe/Adobe Pro.

7. Knowledge of court e-filing systems, including federal court, preferred.
8. High level of commitment to service excellence, plus high degrees of integrity, ethics, and judgment.
9. Willing and able to comply with DRP's COVID-19 vaccination policy.
10. Specific to this position, applicants must be willing to engage in and successfully complete the Social Security Administration's suitability process prior to a final offer of employment.

Disclaimer:

This position description serves as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to modify or rescind this position description at any time, with or without prior notice. Continued employment remains on an "at-will" basis.

How to Apply:

To apply, please submit a letter of interest, resume, and three references to recruiting@disabilityrightspa.org with "Legal Assistant" in the subject line.

Position will remain open until filled.

October 2022