

Louisiana Capital Assistance Center

A Non-Profit Law Office

December 2010

Position: Paralegal/Legal Assistant

1. Introduction

The Louisiana Capital Assistance Center (LCAC) is a not-for-profit law office based in New Orleans, Louisiana committed to excellence in the provision of defense services to indigent clients facing the death penalty.

The LCAC is principally a trial level office, representing indigent clients at trial in cases throughout Louisiana. In addition, the LCAC provides resource and consultative services to other capital trial counsel throughout Louisiana.

The LCAC is committed to the following values:

- excellence in the provision of capital defender services for indigent defendants, accepting that ABA Guidelines for high quality representation in capital cases set a *minimum* standard in the field;
- client-centered and relationship based work that respects the humanity and dignity of all involved in the criminal justice system;
- innovation and creativity in the provision of capital defense services;
- the elimination of racism and other forms of discrimination in the criminal justice system.

The LCAC has been in operation for over a decade and is located at The Justice Center in New Orleans, a building it shares with other not-for-profit offices working with indigent clients in the criminal justice system, including, the Capital Appeals Project of Louisiana. Further details are available at our website: www.thejusticecenter.org.

2. Role

The paralegal will provide support for legal teams in maintaining and administering case files that are organized, indexed, and easily searchable. The paralegal will also assist in the filing of motions, writs and appeals.

3. Duties

- indexing, scanning, organizing and maintaining case files;
- inputting and maintaining files in CaseMap (case analysis software);
- working directly with investigators and attorneys to prepare documents for hearings and trials;

- preparing and filing motions, writs and appeals in courts throughout Louisiana;
- supervising volunteer staff .

4. Selection Criteria

Essential

- A commitment to working for clients in poverty;
- A commitment to excellence in the provision of capital defender services;
- An organized and precise work practice with attention to detail;
- A developed ability to absorb and order information;
- Either a 4 year college degree OR an associate's degree in paralegal studies;
- Clear written and oral expression;
- Strengths in team work;
- Familiarity and proficiency with Microsoft Word;
- Computer literacy;
- Self-starter.

Non-essential but desirable

- Paralegal Certificate from ABA-approved program ;
- Post-graduate qualification in relevant area;
- Experience with Casemap;
- Experience with other document management databases;
- Experience with online research databases (e.g., Lexis);
- Related work experience (criminal defense or paralegal);
- Experience in dealing with issues of race and poverty;
- Experience in supervising staff or volunteers;
- Computer literacy in additional useful software, such as spreadsheets, databases, case management software.

5. Salary & Benefits

- The position is full time with a 6 month probationary period and a two year minimum commitment;
- Salary commensurate with qualifications and experience;
- Benefits include 70% employer contribution to health insurance for employee and dependents including dental, 5% employer contribution to 401(k) and Flexible Spending Account.

6. Application Process

Applications should be submitted in writing or electronically to Christine Lehmann, 636 Baronne Street, New Orleans La 70113, christinel@thejusticecenter.org. Applicants should address the selection criteria and include a current CV, writing sample and contact details for references. It is very important that applications address the listed selection criteria. The position will remain open until filled.

LCAC is an equal opportunity employer