



Paralegal—Decision Making-Supports

The focus of this position is to support the attorney responsible for conservatorship reversal and use of other decision-making supports.

Position Overview:

Paralegal reports to and is responsible to the Legal Director. This is a non-exempt professional position.

Responsibilities:

Copies, faxes, and mails documents

Files legal documents with courts

Engages in legal research and writing

Develops knowledge about assigned area of work and related laws

Assists with complaints, motions, briefs, and other legal documents

Drafts correspondence and other documents as directed by attorneys

Calls clients, courts, and opposing counsel

Participates in staff development activities

Assists with public policy issues as needed with providing recommendations to applicable state departments, facilities, and state or federal entities that are involved with individuals with disabilities.

Collaborates with Community Relations team as needed to develop content for newsletter articles, social media, or other publications as well as live and recorded video and audio content

Performs related tasks consistent with skills and abilities and general responsibilities as may be assigned by the Legal Director, other attorneys, or the Executive Director

Qualifications:

Education and Experience:

Paralegal degree from an ABA approved program.

One year of employment as a paralegal/legal assistant

Skills and Abilities:

Knowledge of common technology (Word/Excel/PowerPoint)

Sound professional judgment

Strong organizational and time management skills

Strong oral and written communication skills that will allow the employee to effectively and professionally communicate with individuals over the telephone, in writing and face to face

Ability to work well in teams

Ability to take direction and supervision and comply with the office policies and procedures of the agency

Familiarity with electronic work/meeting platforms and willingness to work from home as directed

Salary:

\$42,000-\$48,000 dependent upon experience.

**To apply, submit resume, cover letter, and legal writing sample to
Lisa Primm at lisap@disabilityrightstn.org
by Friday, July 24, 2020.**

Disability Rights Tennessee (DRT) is an equal opportunity employer and is committed to making all personnel decisions without regard to age, race, creed, religion, color, sex/gender, national origin, disability, marital status, citizenship, pregnancy, gender identity, sexual orientation, veteran status, domestic violence victim status, genetic predisposition, or any other status protected by law.