



Job Title	Defenders Clinic Paralegal/ Research Associate
PVN ID	QL-2110-004286
Category	Research
Location	CUNY SCHOOL OF LAW
Department	LAW
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jan 31, 2022 (Or Until Filled)

General Description

CUNY Law School's Defenders Clinic is seeking a Paralegal/Research Associate who will have a key role assisting with the Clinic's docket and the Delivering Justice Project, the clinic's collaboration with the Legal Aid Society's Wrongful Conviction Unit. The Project seeks to reduce incarceration in New York State through the re-investigation of postconviction cases and the testing of DNA evidence. The Paralegal/Research Associate will work as a part of the Defenders Clinic team to further the goals of the Clinic through research, data, and organizational support.

Other Duties

The Paralegal/Research Associate will:

- Manage court-related filings and preparation of documents
- Devise and maintain a system to keep track of all potential and actual DNA testing cases
- Keep track of documents in possession of Clinic and assist in locating those still needed
- Scan documents into the clinic database and maintain organization of case files in the database and copy documents as needed
- Assist students in maintaining organized time sheets and case notes in the database
- Facilitate submission and reimbursement processes for expenses related to student travel and obtaining documents (FOIL requests, medical records etc.)
- Provide consistent follow-up with FOIL and requests to DOCCS
- Assist students/faculty in the preparation and finalization of case filings (petitions, advocacy letters, motions)
- Track data at every stage of case review including performance measures for quarterly reports
- Track performance measures and generate reports on outcomes

- Assist with navigating federal requirements and databases for grant related documentation, data sharing, and reporting
- Attend regular joint Defender Clinic-WCU meeting where cases are discussed
- Monitor and conduct follow up with clients pending on the Defenders Clinic's docket
- Other duties as assigned

Qualifications

- Intellectual strength and some knowledge of postconviction work and New York State criminal law and procedure as evidenced in areas of study, teaching, publication and/or research background
- Experience in and/or commitment to advocacy on behalf of incarcerated/ low income people is strongly desired (Individuals who are formerly incarcerated or have other experience in the criminal legal system are particularly invited to apply)
- Excellent writing, verbal, and organizational skills
- Proficiency in legal research, data management, and computer skills
- Ability to use and manage web-based technology, as needed
- Ability to operate in the computer/statistical environment of the research project
- Ability to comprehend and act on assignments of varying complexity
- Ability to handle multiple assignments
- Ability to work on a team as well as independently

REQUIREMENTS

- Paralegal certificate, Bachelor's degree in relevant field or satisfactory completion of a comprehensive training course appropriate to practice area
- Excellent organizational skills
- Excellent computer and word processing skills
- Excellent legal research and writing skills
- The ability to work independently as well as collaboratively in a team
- Experience with data collection and management as well as web-based technology
- Possession of the core competencies determined to be required at the time of hire.

Salary Range: \$36,476-\$60,794