

**Job Announcement:
Paralegal, Criminal Record Sealing and Respondent Representation Programs**

Rising for Justice (“RFJ”) invites applications for a full-time paralegal position. Reporting to the Director of RFJ’s Criminal Record Sealing and Respondent Representation Programs, this position is responsible for supporting attorneys providing legal representation to low-income residents of Washington, D.C. seeking to seal their criminal records and respondent representation in civil protective order and anti-stalking order cases.

About Our Programs:

Criminal Record Sealing Program: RFJ’s Record Sealing Program is one of the few in Washington, D.C. where individuals with criminal records can seek free attorney representation to seal their criminal records and put the past behind them. RFJ directly represents and partners with pro bono attorneys to provide free legal counsel to help Washington, D.C. and Maryland residents pursue the complicated legal process of sealing their D.C. criminal records.

Respondent Representation Program: Every year, thousands of individuals appear at CPO hearings in the Domestic Violence Division of the DC Superior Court and face losing custody of their children, deportation, incarceration, or other severe consequences that generally are considered only to result from criminal proceedings. However, where criminal defendants have the right to counsel, most CPO respondents must represent themselves. RFJ is fighting this inequity by being the only organization to provide legal counsel to respondents. We represent the people accused of wrongdoing because no one else will.

Position Responsibilities:

- Assist RFJ attorneys with criminal record sealing and respondent representation intake casework, including review of case statuses to provide responses to clients and pro bono counsel, review and provide client case files as appropriate to pro bono counsel.
- Prepare correspondence to clients, prepare e-filings, update case notes entries, maintain spreadsheet of open RFJ criminal record sealing matters and criminal record sealing clients.
- Work with pro bono counsel by assigning case files, reviewing and updating RFJ criminal record sealing training materials and/or sample motions, and other assistance as requested.
- Conduct intake for Respondent Representation Clients and provide litigation support to Staff Attorneys as needed.
- Train and supervise the programs’ interns, including creating training materials, creating and monitoring workflows, and answering any questions.
- Monitor assigned program telephone lines and email addresses and respond to requests as needed.
- Provide logistical support for training and community outreach events.
- Other paralegal duties as assigned.

Qualifications:

- A demonstrated commitment to helping others, especially those from diverse backgrounds and marginalized communities.
- Ability to work well independently within an interdisciplinary team of lawyers, paralegals, interns, and social workers.
- Ability to effectively and respectfully communicate, collaborate and connect with people from various backgrounds, identities, and experiences.
- Strong organizational, writing, and public speaking skills. A paralegal certificate or prior legal support experience is a plus but not required.
- Proficiency in Microsoft Office, including MS Word and Excel, is required.
- Preferred qualifications include Spanish-language skills, prior poverty law experience, and proficiency with LegalServer.

Hours, Salary, and Benefits:

This is a full-time position based on a 40-hour work week. RFJ salaries are determined by a fixed scale based on years of relevant experience. The salary scale for this position is \$45,310 to \$60,892 annually. RFJ offers a competitive benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual, and personal leave; life and disability insurance; and paid federal and local holidays. RFJ currently offers a hybrid work environment with three days of in-office work and two days of remote work.

To Apply:

Candidates should submit a cover letter and resume by email, addressed to Linda Brooks, Director of Human Resources, at careers@risingforjustice.org. Please indicate "Paralegal, Criminal Record Sealing and Respondent Representation Programs [your full name]" in the subject line of the email. Review of applications will begin immediately and continue until the position is filled.

About Rising for Justice:

Created in 1969 and formerly known as D.C. Law Students in Court, RFJ is the oldest clinical teaching program in Washington D.C. RFJ operates as a public interest legal services provider and clinical education program for law and social work graduate students and serves more than 4,000 clients per year. Much of RFJ's work focuses on fighting eviction and displacement on behalf of low-income tenants in Washington D.C. In addition, RFJ represents justice-involved D.C. residents in need of a fresh start by sealing their criminal records and individuals engaged in civil protection and anti-stalking order cases.

RFJ's mission is to leverage the collective forces of students and experienced advocates to achieve justice for all. RFJ is committed to strengthening the voices of its low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. RFJ embraces equal justice and diversity as core values and strives to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. The organization is committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. Its commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal

appearance, genetic information, political affiliation, marital status, family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation. Candidates of all identities, experiences, and communities are encouraged to apply.