



## **Paralegal** Child Justice, Inc.

8720 Georgia Avenue  
Suite 703  
Silver Spring, Maryland 20910

### **Job Description**

**Job Title: Paralegal**  
**Job Location: Hybrid – Remote and Columbia, Maryland**  
**FLSA Classification: Non-Exempt**  
**Supervisory Position: No.**  
**Salary: \$60,000 to \$65,000, depending on experience.**

#### **Summary**

Reporting to the Deputy Legal Director, the Paralegal will work under the supervision of our attorneys to provide legal services to CJI clients in protective order and complex family law matters. The Paralegal may assist with intake, document gathering and review, client interviews and follow-up contacts, case document management, legal research and will work as part of a litigation team. Successful candidates must be able to independently perform case file reviews, communicate with clients, gather and summarize information/documents provided by clients and witnesses, update case files and data management systems, and provide litigation support from client intake through post-trial actions. The Paralegal will also assist CJI clients with accessing resources for non-litigation needs, as appropriate.

The ideal candidate is organized, professional, responsible, and committed to helping us meet all of our clients' needs.

#### **Essential Duties and Responsibilities**

- Provides client-centered legal support to CJI attorneys and clients in complex family law cases, including protective order, child custody and some divorce cases, as well as related matters such as contempt, modification, appeals, and shielding hearings in the Circuit and District Courts throughout Maryland.
- Assists in assessment of potential clients seeking legal assistance from CJI.
- Supports and assists attorneys and other staff in all aspects of case litigation.
- Identifies legal and procedural issues in individual cases and promptly brings to the attention of attorneys.
- Prepares opening, closing and case status memoranda, as directed.
- Updates, contemporaneously, case files and client management systems.

- Requests, gathers, reviews, redacts, and secures documents from potential clients, clients and witnesses.
- Summarizes documents, develops and maintains indices and binders for litigation.
- Maintains email and phone contact with clients during the pendency of litigation.
- Schedules appointments, maintains case calendar, apprises attorneys of upcoming litigation due dates, and provides reminder calls and contacts to clients.
- Documents all contacts with clients and third-parties.
- Drafts simple correspondence, document requests and responses, subpoenas, and notices for trial or deposition and arranges for service of same.
- Compiles, inventories, and maintains files of all responses and documents related to discovery or litigation requests and prepares trial exhibits and summaries.
- Works with clients to draft answers to discovery, obtain documents, and to respond to requests for information.
- Redacts documents as appropriate and ensures that protected information is filed under seal or otherwise.
- Files court documents, manually and/or via MDEC.
- Drafts retainer or engagement agreements for clients and experts.
- Drafts legal documents including, but not limited to, discovery, memoranda of law, motions, orders, answers, complaints, counter-complaints, and correspondence.
- Maintains and organizes case files.
- Locates additional resources and referrals to address clients' litigation and non-litigation related needs.
- Attends regular staff meetings, team meetings, in-house training and continuing legal or paralegal education.
- Maintains case statistics and develops regular reports of project achievements for inclusion in grant reports, and other CJI products.
- As part of the CJI team, provides occasional staffing for events, participates in project and membership development, attends and participates, as time permits, in committees and policy-making bodies concerned with child protection and interpersonal violence.
- Other duties as assigned.

### **Education and Experience Requirements**

- Must have a Bachelor's degree or a combination of an Associate's degree, paralegal certificate and/or demonstrated skills in case management, litigation preparation and support, writing, research and communication.
- One year paralegal certificate from ABA approved program is preferred.
- Experience working in a family law practice or legal services program serving victims of interpersonal violence/abuse or child abuse is preferred.

### **Competencies**

- Commitment to providing excellent legal services for non-offending protective parents and victims of interpersonal violence.
- Must understand the issues facing protective parents and victims of interpersonal violence/abuse or child abuse in the Maryland courts.
- Excellent written and oral communications skills.

- Must be fluent in English. Fluency in a foreign language is preferred.
- Ability to handle multiple professional projects, and to prioritize workload and assignments.
- Ability to maintain work deadlines and follow directions.
- Must have strong interpersonal skills and excellent judgment.
- Must be empathic, creative and people oriented.
- Flexible, team player.
- Ability to complete tasks promptly and thoroughly without close supervision.
- Must have reliable transportation, including a driver's license and insurance, if applicable, and the ability to attend in-person court hearings throughout the state of Maryland.
- Maintains detailed log of all clients and cases on which Paralegal works and completes all necessary paperwork and memoranda to track case work for grant funding and other purposes.
- Ability to speak professionally and kindly with clients, listen with compassion, and maintain focus.
- Ability to prepare a case from the initial intake, through discovery, and trial.
- Ability to review court case files and concisely summarize important case facts or issues in charts, tables, chronologies, etc.
- Ability to create and/or manage a case file indexing system that can be used as an active archive for all ongoing and completed cases.
- Proficient in the use of the Microsoft Office Suite, Adobe Pro, DropBox and familiar with MDEC, CLIO, Legal Server or other client/case management systems.
- Commitment to the mission of CJI.

### **Conditions of Employment**

- Must satisfactorily complete and pass a background check.
- Must work a minimum of forty (40) hours per week.
- Must successfully complete a six (6) month probationary period in the position.
- Must abide by all CJI policies and reasonable requests or directions of supervisor within the scope of employment.
- Must have reliable transportation, and any necessary license or insurance, to ensure ability to travel to complete case work and employment tasks throughout the State of Maryland.
- Must maintain accurate timesheets rendered on a regular basis.
- Must meet expectations of job performance as a satisfactory level.

### **To Apply**

Interested candidates should send, cover letter, resume, and the names and contact information for three (3) professional references to:

Luanne P. McKenna, Esq.  
 Deputy Legal Director  
 Child Justice, Inc.  
 8850 Columbia 100 Parkway

Suite 302  
Columbia, Maryland 21045  
Luanne.McKenna@Child-Justice.Org

Candidates meeting the minimum qualifications may be contacted for a telephone and/or Zoom interview. Position will remain open until filled. Please submit materials on or before August 12, 2023 for best consideration. Review of applications will continue until position is filled.

*Child Justice is committed to equal opportunity and qualified applicants from all backgrounds, experiences, abilities, and identities are encouraged to apply.*