

Title:	Paralegal (Full Time)
The Firm:	Briggs Law Corporation (BLC) provides a substantial amount of legal services to non-profit, grass-roots, community-based organizations and activists on environmental, land-use, energy, housing, transportation, open-government, economic-justice, and other public-interest issues.
Location:	BLC's San Diego office is located on Pacific Highway north of Old Town (close to I-5 and I-8 interchange).
Rate of Pay:	Starting compensation will be commensurate with experience and consistent with similar public-interest paralegal positions. The long-term compensation structure will be discussed with applicants selected for an interview. (Full-time BLC employees may eventually qualify for the firm's standard health-insurance, vacation, and retirement benefits.)
Job posting:	<p>BLC's San Diego office is looking for a full-time paralegal.</p> <p>Traditional paralegal duties will include organizing pleadings, evidence, and trial documents; preparing court documents for filing and service; and traveling (anywhere in Southern California) to government offices to review and digitally scan documents.</p> <p><u>Minimum Requirements:</u> Applicants must (i) meet the requirements of California Business and Professions Code Section 6450(c)(1) or (2); (ii) have a reliable vehicle; and (iii) be competent in Word, WordPerfect, Excel, Adobe Acrobat, and other common law-office software systems and be familiar with website and social-media technology and management.</p> <p><u>Ideal Qualifications:</u> The ideal candidate will have the following qualifications: (i) be detail-oriented; (ii) be comfortable in a fast-paced, sometimes frenetic work environment; (iii) be comfortable working independently and under tight deadlines; (iv) have a good understanding of basic court filing and processing procedures and be comfortable interacting with court staff and opposing attorneys and paralegals; (v) be comfortable in a "paperless" office and familiar with Word, WordPerfect, Excel, Adobe Acrobat, and other common law-office software systems; (vi) be a notary in the State of California; (vii) speak Spanish; (viii) have a reliable vehicle; and (ix) have strong references. Applicants having many but not all qualifications are still encouraged to apply.</p>
Contact information:	<p>Interested applicants should submit the following materials to "<a href="mailto:keri@briggslawcorp.com">keri@briggslawcorp.com</a>" with "Paralegal Job Opening" in the subject line: (i) a cover letter; (ii) a resume; and (iii) two writing samples not more than 10 pages each. The cover letter must (i) confirm that the applicant satisfies each of the three Minimum Requirements; (ii) identify which of the Ideal Qualifications the applicant possess and which of them the applicant does not possess; and (iii) specify the applicant's compensation expectations numerically (i.e., tell us how much you want per hour). ALL MATERIALS MUST BE SUBMITTED VIA E-MAIL IN ADOBE PDF FORMAT; no phone calls or non-PDF e-mail attachments, please. Submissions that do not meet these requirements will not be considered.</p> <p>Interviews will be held in San Diego on a mutually agreeable date and time. Applicants invited for an interview will be required to provide a list of references at the interview.</p>