

Who We Are

Columbia Legal Services is a civil legal aid organization that advances social, economic, and racial equity for people living in poverty. We support communities and movements by bringing deep legal expertise that is grounded in – and strongly guided by – an understanding of race equity. We seek systemic solutions by bringing class action lawsuits, using cutting edge legal theories, engaging in policy advocacy, and supporting communities in building their own power. We have a special responsibility to serve people whose access to free legal services is restricted, due to institutionalized or immigration status.

At CLS we seek for our team to reflect our organizational values of community, race equity, and justice. This includes hiring staff with connection to the communities we serve, where feasible, and a commitment to strive for justice and equity in our hiring practices and in our staff culture.

Position Summary

Columbia Legal Services seeks a full-time Litigation Support Specialist to expand internal legal support and technology expertise for our advocacy program. The Litigation Support Specialist works under the direction of the Advocacy Director and supports program-wide system needs through all phases of the litigation lifecycle. This position requires an in-depth understanding of the litigation life cycle as well as familiarity and facility with litigation technology and electronic discovery (e-Discovery).

The Litigation Support Specialist will support advocates in learning and utilizing specialized technology tools for advocacy, including tools to manage document reviews and all aspects of electronic discovery; tools to organize electronic information for case planning and document analysis; and tools to prepare litigation documents such as exhibits or tables for briefs. This role will collaborate with attorneys, paralegals, legal assistants, IT personnel, and other staff to identify legal software needs and solutions, track utilization of software and technology tools, as well as provide training to staff on the use of technology in our advocacy work.

Additionally, this role will support the Advocacy Director in managing compliance with and updating policies and protocols; ensuring consistent use of advocacy document and file management protocols (such opening and closing cases promptly); and tracking current cases and legislative advocacy.

CLS offices have a collegial atmosphere that emphasizes teamwork, flexibility, and mutual accountability. All staff members are expected to strive to understand the values, cultures, and concerns of the client communities we serve.

Due to the COVID-19 pandemic, CLS staff have primarily been working remotely. Once it is safe to fully reopen the offices, this position may still do some remote work but will also require some physical presence at the office, as well as an ability to attend required meetings at the office and in the community.

Essential duties of this position include the following:

Advocacy Technology Tools Expertise and Training

- Consult with case teams and clients regarding e-discovery needs, including early case assessment, forensic collections, processing, culling and filtering, document reviews, productions, and database administration, and support staff in utilizing existing or new tools to complete this work.
- Provide and assist with technical support, including database design, loading data into review platforms, running searches, and providing back-end operations support as needed for e-Discovery and case planning software.
- Provide training and input to advocacy program staff to promote understanding and acceptance of technology such as Legal Server, Best Authority, CaseMap, legal research tools, and e-Discovery tools.
- Stay current on e-Discovery regulations, court rules, technology, and processes and communicate relevant new information to advocates, including providing additional training when necessary.
- Identify and engage third-party service providers, vendors, and legal software products to support advocacy needs, in collaboration with the Operations Manager, IT personnel, and other staff.
- Provide insight and/or samples of language for use in developing instructions for the production of ESI in response to discovery requests and/or inclusion within ESI court orders.

Project Management

- Work as a key member of the advocacy program to improve procedures and practices across the organization, including department initiatives, workflow, and consistent use of advocacy document and file management within the advocacy program.
- Support Advocacy Director in maintaining and updating internal docket and other methods of tracking current work, including data related to grants and reporting.
- Support advocacy program compliance management, including maintaining updated bar admissions lists and documentation and file management relating to compliance with Board and advocacy program policies, such as outside practice of law.
- Manage practice support resources such as training, dockets, and Legal Server.
- Manage administration and user lists for library and other online and hard copy legal research subscriptions, such as Westlaw, court docket retrieval services, practice newsletters, and rules books.

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and others may be assigned.

Qualifications

- Commitment to CLS values of community, racial equity, and justice for people from diverse backgrounds. All staff members are expected to strive to understand the values, cultures, and concerns of the client communities we serve.
- At least five years' or equivalent experience working in a litigation setting, including familiarity with court filing processes, legal file maintenance, and electronic discovery, is required.
- Experience with Microsoft Office applications such as Word, Outlook, and Excel, is required.
- Demonstrated comfort with technology and willingness to learn new software programs.
- Demonstrated interest and initiative in exploring technology solutions to improve advocacy operations.
- Ability to work independently while participating as an effective member of the office team.
- Ability to work across offices (primarily using online tools).
- Excellent communication and interpersonal skills (oral and written).

Preferred:

- Experience with project management tools and methods.
- Experience with SharePoint, AdobeSign, and litigation research, discovery, and case planning software such as Relativity, Westlaw, and CaseMap.
- Experience establishing effective working relationships with a variety of colleagues in different departments.

Compensation

CLS is proud to be a unionized employer. This full-time, non-exempt position is a bargaining unit position, represented by Washington Legal Workers, our in-house labor union. Salary is commensurate with years of experience, based on a scale governed by our collective bargaining agreement. This position is on the paralegal salary scale. The salary range for a paralegal with 0-10 years of experience in 2021 is \$46,818 - \$60,222; salary increases with years of experience, includes an annual cost-of-living adjustment, and is expected to be adjusted upward through collective bargaining by the time this position is hired. Bilingual skills are compensated at an additional \$720 per year.

We also offer a comprehensive compensation package including the following:

- 14 paid holidays annually
- Winter Break office closure between Christmas and New Year's
- 12 sick days annually
- 15-21 paid vacation days annually (based on years of experience)
- 3-5 personal days annually (based on years of experience)
- Paid parental and family medical leave benefits
- Partially-paid sabbatical every 7 years

Additionally, we pay 100% of employee premiums for excellent health, vision, and dental benefits plus 50% of the maximum out-of-pocket deductible and offer heavily subsidized family premiums.

We also offer a 403(b) retirement benefit with employer contribution and a match, disability and life insurance, a subsidized transit pass, and an employee wellness program.

During the COVID-19 pandemic, we have also provided home office setup support for working remotely, time off for vaccinations or illness related to COVID-19, and an additional small stipend for miscellaneous costs. We expect to continue some or all of those benefits into 2022.



To Apply

Position is open until filled, with priority given to applications received before January 21, 2022. Send a resume in PDF format to careers@columbialegal.org. Please make **Litigation Support Specialist** your subject line. CLS will contact you only if we decide to pursue your application. If you need a reasonable accommodation for the application process, please contact the above email.

We are committed to an environment of mutual respect, collaboration, and equal opportunity for all employees, and strongly encourage applications from people of color, immigrants, people who have been affected by mass incarceration, and other underrepresented and historically marginalized groups. We believe in building and sustaining an organization that is reflective of the communities we serve, and is diverse in work background, experience, education, race, color, national origin, sex, age, religion, marital status, veteran status, sexual orientation, gender identity, ancestry, national origin, or sensory, mental and physical abilities. We believe that the resulting diversity is both a source of program strength and a matter of fundamental human fairness.