



PRISON LAW OFFICE

General Delivery, San Quentin, CA 94964
Telephone (510) 280-2621 • Fax (510) 280-2704
www.prisonlaw.com

Prison Law Office - Litigation Assistant

Description: Litigation Assistants support attorneys working to improve conditions of confinement for people in prison, primarily by screening and responding to correspondence from people in prison and their families. This is an ideal position for an individual with zero to two years of post-college work experience who wants to gain experience in the areas of litigation or public interest law before attending graduate school. In addition to screening correspondence, the litigation assistant will help attorneys to interview clients and prepare for prison/jail monitoring visits. The job will also involve assisting attorneys with individual advocacy on behalf of people in prison regarding conditions issues. This is a full-time position with an expected duration of at least one year.

Responsibilities

Primary:

Mail processing:

- Screens incoming correspondence from people in prison and their families identifies opportunities for individual advocacy
- Enters data into a database
- Drafts outgoing correspondence and advocacy

Secondary:

Assist attorneys with a variety of responsibilities including:

- Document review in preparation for monitoring visits
- Interviewing clients
- Data entry
- Research

Qualifications/Requirements

- BA or equivalent college degree
- Zero to two years of post-college work
- Excellent analytical, reading and writing skills
- Ability to organize and efficiently process significant amounts of correspondence
- High degree of attention to detail
- Experience with use of Salesforce or other comparable database programs
- Willingness to travel throughout California
- Demonstrated interest in social justice

How To Apply

Please send resume, cover letter and writing sample **in an single attachment** to jobs@prisonlaw.com.

Benefits

Medical and dental coverage, 10 days (one additional vacation day for every year worked) paid vacation, 12 paid sick days, and 11 paid holidays.
