

CIVIL RIGHTS PARALEGAL

NEUFELD SCHECK & BRUSTIN, LLP (NYC)

Founded by Peter Neufeld, Barry Scheck, and the late Johnnie L. Cochran, Jr., Neufeld Scheck & Brustin, LLP (NSB) is a small plaintiffs' civil rights law firm in New York City devoted primarily to police misconduct and other civil rights and constitutional litigation. At NSB we represent individual plaintiffs in high-stakes civil rights cases against police and other officials. NSB currently is lead counsel in approximately 30 cases throughout the country, through which we seek to promote systemic reforms in police departments, jails, and prosecutors' offices. Many of NSB's cases are federal suits on behalf of exonerees seeking redress for their wrongful convictions.

Our mission is to win justice for our clients and hold officials accountable for misconduct through excellent legal work at every stage of every case. Our constitutional civil rights cases address timely criminal justice issues like false confessions, junk forensic science, and prosecutorial misconduct. In our civil wrongful conviction practice, we prove that police fabricated or hid evidence to convict innocent men and women and lied about it. Similar themes appear in our other practice areas—for example, in jail death cases, we prove that corrections officials lied about what they did to cause our clients' deaths. The common theme in all our work is holding corrupt officials accountable and getting justice for individual clients.

Being a Paralegal at NSB:

At NSB, paralegals are key members of each case team as our firm works to best serve our clients. During the two-year commitment, a typical paralegal will:

- Manage day-to-day case tasks such as drafting correspondence and reviewing discovery documents;
- Engage regularly with NSB's clients during each stage of litigation;
- Analyze evidence and create critical substantive work product for attorney review;
- Contribute to case planning meetings and assist attorneys with depositions and trial preparation; and
- Observe client meetings, depositions, and court appearances.

In addition to a competitive salary, our two-year paralegal program has a wide range of benefits, such as:

- Comprehensive medical and dental coverage;
- Reimbursement for regularly-scheduled monthly payments due on educational loans in the paralegal's name and in a 10-year or longer repayment plan, up to a maximum of \$2,000 per month (less applicable taxes);
- Reimbursement for a graduate school entrance exam preparation course;
- An attorney mentor and professional development opportunities; and
- All-access membership to Crunch gym, fully paid by the firm.

Who Should Apply:

We are looking for a dedicated and self-motivated current 2020 college senior or recent 2019 college graduate to work as a full-time paralegal for two years starting in Summer 2020. The ideal candidate is contemplating a career as a public interest lawyer, has a commitment to civil rights or social justice issues, and possesses strong writing and analytical skills. The candidate should also be extremely organized, detail-oriented, computer savvy, and comfortable multi-tasking. Previous legal experience is not required.

NSB is committed to serving its diverse clientele and ensuring an office environment that is welcoming and respectful to people of all backgrounds. As an equal opportunity employer, NSB supports non-discrimination in the firm's employment practices. We strongly encourage applications from all candidates committed to holding officials accountable for their misconduct.

How to Apply:

NSB will accept applications for the two-year paralegal position on a rolling basis until March 1, 2020. Please email careers@nsbcivilrights.com the following documents:

- Cover Letter;
- Resume;
- Unofficial Transcript; and
- List of References.

No phone calls please.