

**SENIOR LITIGATION PARALEGAL  
NEUFELD SCHECK & BRUSTIN, LLP**

Neufeld Scheck & Brustin, LLP (NSB), a small national plaintiffs' civil rights law firm based in New York City, is looking to hire a Senior Litigation Paralegal. At NSB, we represent individual plaintiffs in high-stake civil rights cases against police and other officials. Many of NSB's cases are §1983 suits on behalf of exonerees seeking redress for their wrongful convictions. NSB is lead counsel in over 30 cases throughout the country. 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. The common theme in all our work is holding corrupt officials accountable and getting justice for individual clients.

**About the Role:**

NSB anticipates that the Senior Litigation Paralegal will:

- Manage discovery including obtaining documents, drafting discovery requests, working on all aspects of document productions, reviewing documents, assisting in creation of privilege logs, and compiling documents for depositions;
- Coordinate logistics for case meetings, court filings, service of process, and depositions;
- Draft case documents for attorney review, including subpoenas, releases, and Rule 26 disclosures;
- Recommend and implement discovery and case management protocols; and
- Provide on-going training and guidance to paralegals.

**Who Should Apply:**

NSB is looking for organized, detailed-oriented, proactive, problem-solving candidates with:

- A B.A. or B.S. (candidates with a J.D. are welcomed);
- At least 5 years of experience in a fast-paced office working on civil litigation—preferably federal and plaintiff's-side—from initial client meetings to filings in federal and state court to document productions and depositions to trials;
- Demonstrated experience with document production software like Relativity or Nextpoint, including document uploading, coding/tagging, and Bates-stamping materials;
- A case calendaring background including scheduling case and internal deadlines pursuant to applicable statutes and sources;
- Excellent proofreading and cite checking skills;
- Experience drafting discovery requests and responses, reviewing and analyzing evidence, indexing discovery documents, and assisting in privilege reviews and the creation of privilege logs;
- Strong written and oral communication skills;
- A commitment to social justice reform (pro bono representation, volunteer work, etc.); and
- Experience training/onboarding and/or serving as a resource to more junior paralegals or other litigation support professionals.

NSB is committed to serving its diverse clients 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 Senior Litigation Paralegal position on a rolling basis. Please email [careers@nscivilrights.com](mailto:careers@nscivilrights.com) with the following documents: (1) Cover Letter; (2) Resume; and (3) List of References. No telephone calls please.