

## **EXPERIENCED PARALEGAL POSITION AT NEUFELD SCHECK & BRUSTIN, LLP**

Neufeld Scheck & Brustin, LLP (NSB) ([www.nsbcivilrights.com](http://www.nsbcivilrights.com)) is a small plaintiffs' civil rights law firm in New York City devoted primarily to police misconduct and other civil rights and constitutional litigation. Formerly Cochran Neufeld & Scheck, LLP, the firm was founded in 1998 by Peter Neufeld, Barry Scheck and the late Johnnie L. Cochran, Jr. NSB currently is lead counsel in approximately 25 individual and multi-plaintiff cases throughout the country, each of which with potential to promote systemic reforms in police departments and other large private and public institutions throughout the United States. Many of NSB's cases are § 1983 suits on behalf of exonerees seeking redress for their wrongful convictions.

NSB is currently accepting applications for an immediate opening for an experienced paralegal. Candidates must have at least five years of previous paralegal experience or other relevant administrative work experience—preferably in a law firm or other legal setting—and must be extremely organized, detail-oriented, computer savvy, and comfortable multi-tasking in a fast-paced environment. The ideal candidate also will have a commitment to civil rights or social justice issues. Responsibilities include general day-to-day office tasks, such as drafting correspondence, indexing discovery documents, and screening potential cases, as well as more substantive work, such as reviewing and analyzing evidence, assisting with depositions, communicating with clients, and helping prepare for trial. A minimum of a two-year commitment is expected, and salary is dependent on experience. Occasional overtime may be required.

Neufeld Scheck & Brustin, LLP is committed to serving its diverse clientele and creating an environment welcoming to people of all backgrounds. The firm strongly encourages applications from persons of color, persons of all genders and sexual orientations, and persons with disabilities.

To apply send a resume, a cover letter (discussing the applicant's prior relevant experience and particular interest in the position), a transcript, and a list of references to [careers@nsbcivilrights.com](mailto:careers@nsbcivilrights.com). Applications will be considered on a rolling basis. No phone calls please.