

## **CIVIL RIGHTS PARALEGAL NEUFELD SCHECK & BRUSTIN, LLP (NYC)**

Neufeld Scheck & Brustin, LLP (NSB), a boutique national civil rights law firm based in New York City, is hiring for our two-year Civil Rights Paralegal Program. Founded over 20 years ago by Peter Neufeld, Barry Scheck and the late Johnnie L. Cochran, Jr., NSB represents individual plaintiffs in high-stakes civil rights cases against police and other officials. NSB currently is lead counsel in approximately 30 complex individual and multi-plaintiff Section 1983 cases throughout the country. Our constitutional civil rights cases focus on police misconduct and other types of corruption within the criminal legal system—most commonly, wrongful convictions, excessive force, and abuse of prisoners. Our mission is to use civil litigation to win justice for our clients and hold individuals and institutions accountable. Many of NSB's cases are federal suits on behalf of exonerees seeking redress for their wrongful convictions. To learn more about NSB, please visit: [www.nsbcivilrights.com](http://www.nsbcivilrights.com).

### **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.

The salary for the first year of the Civil Rights Paralegal Program is \$60,000 (gross) and \$65,000 (gross) in the second year plus overtime for hours worked outside of core hours. NSB offers a wide range of benefits including:

- 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);
- Paid time off;
- 401(k) Plan;
- Reimbursement for a graduate school entrance exam preparation course;
- A wellness program; and
- An attorney mentor and professional development opportunities.

### **Who Should Apply:**

We are looking for a dedicated and self-motivated current 2023 college senior or recent 2022 college graduate to work as a full-time paralegal for two years starting in late May 2023/ early June 2023. 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 organized, detail-oriented, computer savvy, and comfortable multi-tasking. Previous legal experience is not required.

NSB is committed to serving our diverse clients and ensuring an office environment that is welcoming and respectful to people of all backgrounds. We strongly encourage applicants from

all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. We welcome applicants with personal or family experience with the criminal justice system and/or incarceration. Diversity of our workforce is critical to our success and upholding NSB's mission. As an equal opportunity employer, NSB supports non-discrimination in the firm's employment practices. We are seeking 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 until Friday, February 17, 2023. Candidates selected for a formal interview will be notified after the application window has closed. Please email [careers@nbcivilrights.com](mailto:careers@nbcivilrights.com) the following documents in PDF format:

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

No phone calls please.