

PARALEGAL INTERN

The American Civil Liberties Union of Georgia Legal Foundation seeks applicants for a internship paralegal positions to work in our office. The ACLU-GA is the state affiliate of the national American Civil Liberties Union. For more information about the legal work of the ACLU-GA, visit the “Legal” section of our website at <http://www.acluga.org/>

Duties include:

- Meticulously maintain legal case files (opening, maintaining and archiving)
- Assist Staff Attorney with discovery in litigation
- Prepare trial notebooks and assist in other trial preparation
- Assist Staff Attorney in preparing, cite-checking, proofing and filing legal documents in federal and state courts
- Perform internet and other factual research for potential cases
- Handle all routine correspondence for the legal program
- Process legal intake requests, make follow-up phone calls, respond to requests for legal assistance
- Field telephone calls relating to the legal department including requests for amicus briefs and legal services
- Perform other duties as assigned by the Staff Attorney

Qualifications:

- Paralegal certificate and/or prior litigation experience as paralegal required
- Demonstrated experience in trial preparation
- Strong computer skills in Windows XP environment, including Word, MS Excel, Adobe Acrobat, PowerPoint and Outlook
- Excellent organizational skills and ability to promote an efficient, streamlined office environment
- Excellent telephone manner and strong interpersonal skills, both written and verbal
- High level of motivation with superb attention to detail and the ability to handle multiple priorities under strict deadlines
- Firm commitment to the mission of the ACLU

How to apply:

Applications should include a cover letter, resume, and writing sample (no more than 5 pages). Submit applications to:

Diane Winters, Administrative Director
ACLU of Georgia
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Atlanta, GA 30339
770.303.8111
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