

Position Title: Litigation Paralegal

Reports To: *Managing Attorney*

Location: Berkeley, CA (hybrid workplace, in-office attendance required at least two days per full week, including Wednesdays, with flexibility for remote work on the remaining days, depending on work travel requirements)

Classification: Non-Exempt, Full-Time, Bargaining Unit position

Compensation: Prison Law Office uses a salary scale commensurate with experience. For 5 to 12 years of experience, the Litigation Paralegal compensation is \$120,960 - \$138,000, plus benefits*

**The compensation for this position is based upon a collective bargaining agreement; the range listed is from the 2026-2027 salary scale.*

Application Deadline: August 23, 2026, at 11:59 pm PT. Priority will be given to those who apply by the August 23 deadline, though applications will remain open until the position has been filled.

About Prison Law Office

The Prison Law Office (PLO) is a nonprofit public interest law firm based in Berkeley, California that strives to reduce incarceration and demands fair and humane treatment for people who remain in prisons, jails, detention facilities, and juvenile facilities, and those who are on parole. PLO engages in class action and other impact litigation, advocates for policy and law changes, assists individuals in administrative actions and lawsuits, educates the public, creates and distributes self-help information, and lends technical assistance to other attorneys.

Position Summary

The Litigation Paralegal plays a key role in supporting attorneys through all phases of complex litigation and case management, including discovery, document production, filings, and trial preparation. This position requires strong organizational skills, attention to detail, and the ability to manage multiple deadlines across active cases. The Litigation Paralegal will serve as a key liaison among attorneys, courts, and external parties, ensuring compliance with all filing requirements and case deadlines. The Litigation Paralegal will work under the direction and supervision of attorneys.

Key Responsibilities

- Work closely with attorneys to oversee case management from inception through trial, settlement, and post-trial matters;
- Draft, review, and revise legal documents;
- Cite-check briefs and other legal materials;
- Manage and organize case files and document databases, including maintaining accurate indices, discovery logs, and electronic filing systems;
- Prepare and file legal documents in state and federal courts, including e-filings via court portals and service on opposing counsel;
- Coordinate discovery responses and document productions, including collection, review, redaction, and organization of responsive materials;
- Track discovery deadlines, subpoenas, and correspondence logs to ensure timely compliance;

- Provide general Word processing support for attorneys (creating tables of contents and authorities, formatting pleadings, etc.);
- Perform litigation support duties such as Bates stamping exhibits, preparing spreadsheets, digesting depositions, hyperlinking PDFs, reviewing litigation dockets, and ensuring that dates are calendared correctly;
- Monitor pending court decisions and conduct legal research at the direction of attorneys;
- Assist attorneys with factual research;
- Manage multiple projects and prioritize work for several different attorneys and cases;
- Assist with pre-trial preparations, including exhibit binders, witness files, and trial logistics;
- Coordinate with expert witnesses, vendors, and external business partners as needed;
- Support attorneys during hearings, depositions, and trials as requested.

Required Qualifications

- 5+ years of experience as a litigation paralegal in a California law firm or legal organization
- Compliance with California Business & Professions Code Section 6450 required, through one of the following:
 - Certificate of completion of a paralegal program approved by the American Bar Association (ABA); or a certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education;
 - A Bachelor's degree or an advanced degree in any subject, and one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks;
 - A high school diploma or general equivalency diploma, a minimum of three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks.
- Compliance with the continuing legal education requirements of California Business & Professions Code Section 6450(d)
- Experience managing filings and case materials in state and federal courts
- Experience managing complex court filings via ECF
- Cite-checking experience using Bluebook and California Style Manual citation formats
- Working knowledge of civil legal procedures, legal terminology, and court rules for both federal and California state courts
- Experience supporting attorneys working across multiple matters simultaneously
- Proficiency in litigation management and e-discovery software (e.g., Relativity, Everlaw, Concordance, CaseMap, Adobe Acrobat)
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint), Adobe, Google Workspace, and document management systems
- Familiarity with timekeeping and docketing software (e.g. Timesolve, Clio, iManage, CourtAlert, or similar)

Benefits

- Generous health insurance coverage
- Dental care reimbursement
- Annual wellness bonus
- Annual professional development budget
- Life insurance
- Short-term and long-term disability insurance
- 403(b) retirement account with employer matching up to 5% of annual earnings
- Repayment of qualifying federal educational loans up to \$350 monthly
- Paid vacation and sick leave
- All state and federal holidays off
- Office closure the last week of the year

Work Environment

- This position is based in Berkeley, CA, and follows a hybrid schedule that requires all employees to work on site at least two days per full week, including Wednesdays, with flexibility for remote work on the remaining days, depending on work travel requirements.

Application Instructions

- To be considered for the position, please submit the following materials via [BambooHR](#), the priority application window will close on August 23rd at 11:59 pm PT:
 - your resume,
 - a cover letter explaining your interest in the position and alignment with our mission, and
 - a writing sample of no more than 5 pages, on any subject. Please include a note describing what the sample is.
- Candidates selected for an interview will be contacted directly.

Prison Law Office is an Equal Opportunity Employer committed to creating an equitable, diverse, and inclusive organization and community. We can only maintain excellence by recruiting and retaining a staff that reflects a wide range of identities, experiences, and perspectives — including all races, ages, citizenships, national origins, disabilities, gender identities, languages, military experiences, sexual orientations, religions, socioeconomic backgrounds, and historically excluded communities.

We also welcome applications from people with lived experience relevant to our mission, including those who have been formerly incarcerated or system-impacted. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other protected characteristic under applicable law.