

Paralegal/Investigator

The Mid-Atlantic Innocence Project (MAIP) is a non-profit organization located in the District of Columbia that works to prevent and correct the conviction of innocent people in the District of Columbia, Maryland, and Virginia. The University of Baltimore Innocence Project Clinic (UBIPC), an affiliate of MAIP, has a similar mission and is housed at the University of Baltimore Law School. We are seeking a Maryland Paralegal/Investigator to work as an integral part of fulfilling that mission.

The paralegal/investigator will be a MAIP employee who is housed at the UBIPC and will work closely with attorneys from both organizations, ultimately reporting to the MAIP Legal Director. 75 percent of the paralegal's time will be spent on Baltimore City cases, pursuant to a federal grant that will allow us to pursue the collaborative and more efficient screening, investigation, and litigation of wrongful conviction claims in Baltimore City with the Conviction Integrity Unit of the Baltimore City State's Attorney (CIU). The other 25 percent of the paralegal/investigator's time will be spent on other Maryland cases.

Funding for this position is guaranteed for 24 months.

Essential Job Functions

- Assist in obtaining transcripts and various records through the courts, through Maryland Public Information Requests, trial attorneys, and other appropriate requests.
- Coordinate with the CIU on document requests and document sharing.
- Summarize the contents of transcripts and other case-related documents.
- Organize all case-related records and files, ensuring that both paper files and electronic files/databases are thorough and up to date
- Work in collaboration with MAIP/UBIPC in the screening and review of cases, which may include drafting memos and oral summaries.
- Conduct interviews of clients and/or witnesses at the direction of the appropriate member of the legal staff.
- Help prepare briefs for filings, which may include proofreading, cite-checking, and fact-checking, ensuring compliance with court rules.
- Assist in the preparation and service of subpoenas.
- Assist attorneys with scheduling legal visits and calls to Maryland prisons.
- Work to organize and evaluate files in exoneration cases to determine whether there are any common themes or players, something that can be utilized to enhance and streamline the case-screening process.
- Travel to Washington, D.C. once per week to meet with DC-based MAIP staff members about current cases and assignments.
- Some travel within Maryland to prisons, courthouses, and to interview witnesses.
- Provide details and reports of all work done to maintain compliance with requirements of the federal grant.
- Attend and participate in MAIP events.
- The duties and responsibilities described are not a comprehensive list. Additional

tasks may be assigned from time to time, as the scope of the job may change as necessitated by organizational demands.

Qualifications and Experience

- Graduation from an accredited high school or possession of a high school equivalency certificate required.
- Bachelor's degree and/or previous experience working on criminal cases preferred.
- At least 1-2 years work experience (preferably in a legal setting) preferred.

Key Competencies

- Energetic self-starter who is highly organized, persistent, detail-oriented, and works well under pressure.
- Ability to handle multiple tasks simultaneously, prioritize and effectively manage workload, and regularly meet deadlines.
- Commitment to social justice, particularly the mission of MAIP and UBIPC.
- Superior skills with computers and software, and a keen ability to quickly learn and navigate various databases and reporting programs.
- Strong interpersonal, diplomacy, and communication (verbal & written) skills: ability to interact effectively with a wide variety of people of diverse professional and cultural backgrounds.
- The ability to work flexibly and collaboratively with a variety of personality types.
- The willingness to work as part of a close-knit team.

Salary: \$45,000 per year.

Benefits: Health insurance, Metrochek participation, generous leave policy, and family-friendly environment.

The Mid-Atlantic Innocence Project considers the diversity of its workforce to be vital to our organization's success in meeting its mission. We strongly encourage applicants from all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply.

As an Equal Opportunity Employer, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, familial status, marital status, predisposing genetic characteristics, actual or perceived domestic violence victim

status, unemployment status, caregiver status, or any other category protected by law.