

Paralegal, Clinical Program (7386U), Berkeley Law -  
77547

University of California, Berkeley

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Posted Apr. 15, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Paralegal, Clinical Program (7386U), Berkeley Law - 77547
<b>Department</b>	Berkeley Law
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 15, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Clinical Training Law - General
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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## Departmental Overview

At Berkeley Law, we are committed to excellence in education and scholarship, as well as equality of opportunity. We believe we have a responsibility to use our substantial intellectual capital to help solve real-world problems and to create a more just society through clinics, research, and policy engagement. We believe that a Berkeley Law degree is a tool for change, both locally and globally, and that we should be educating the leaders of tomorrow. We maintain an environment that nurtures academic and personal growth, respects a diversity of ideas, and stimulates independent thought and critical reasoning.

Berkeley Law's clinics- in the community and at the law school-are directed by full-time faculty members who are highly regarded experts in their fields. Classroom seminars provide students with the necessary foundation in relevant law and practice, while hands-on casework for clients builds critical lawyering skills. The Clinical Program is a working law office within the law school and the in-house Clinics include the Death Penalty Clinic (DPC), the Environmental Law Clinic (ELC), the Human Rights Clinic (HRC), the Policy Advocacy Clinic (PAC), and the Samuelson Law, Technology & Public Policy Clinic (SLTPPC). The Clinical Program is expanding and will launch additional offerings in 2025.

## Position Summary

This position provides legal assistance to the in-house clinics that comprise the Berkeley Law Clinical Program, including their faculty, staff, and students. Compile data from various sources, legal digests, and practice manuals. Assemble, proofs and edits drafts of documents, such as contracts, pleadings,

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policy papers, correspondence, research papers, and briefs. Format citations according to the Bluebook uniform system of citation. Prepare and files legal documents with appropriate entities, as required. Manage Clinic files and assist faculty and students in working with the documents. Serve as a member of the legal team in relation to the Clinics' clients.

### **Application Review Date**

The First Review Date for this job is: 04/22/2025.

### **Responsibilities**

- Conducts legal research, fact gathering and retrieval of information.
- Analyzes, manages, and organizes legal and other case-related documents.
- Formats citations according to the Bluebook uniform system of citation.
- Utilizes legal reference and research software such as Lexis-Nexis, Westlaw and other law library resources.
- Assists with the preparation, cite-checking, and filing of pleadings, reports, papers, and briefs.
- Engages in professional development and training opportunities as needed.
- Performs additional duties as assigned.

### **Required Qualifications**

- Solid knowledge of legal industry standards in organization of records for complex litigation, case management, research, data collection, analysis techniques and creation of legal documentation, and preparation and filing of legal pleadings.
- Analytical skills to conduct research analysis and develop recommendations, demonstrating organization and problem-solving skills.
- Solid knowledge of conducting legal and factual research, and checking citations
- Ability to format citations according to the Bluebook uniform system of citation.
- Ability and skills to conduct needs assessment and develop new research techniques to meet organizational needs.
- Strong analytical, interpersonal, and communication skills.
- Ability to communicate effectively and present information in a clear concise manner, both in writing and verbally.
- Ability to perform duties efficiently and with careful attention to detail.
- Working knowledge of common legal office programs, such as the Microsoft Office Suite and Google Applications, as well as document-sharing technology, legal research tools, case-

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management software, and people-search databases.

- Ability to learn new software systems and computer programs.
- Familiarity with Lexis-Nexis, Westlaw, law library, people-search databases, Microsoft Office and WordPerfect.
- Ability to multi-task with demanding timeframes in high-pressure, high-stakes situations
- Ability to use discretion and maintain confidentiality.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Prior experience working in a paralegal capacity in a complex litigation setting.

Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training.
- Paralegal education, qualifications and certification as outlined by The State Bar of California, Business and Professions Code, Section 6450 or comparable work experience.
- Continuing Legal Education as required by The State Bar of California.

**Preferred Qualifications**

- Familiarity with formatting international citations.
- Experience working in a law school clinical setting.

**Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities,

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education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$38.25 - \$42.50.

- This is a full-time, Career position that is eligible for full UC benefits.
- This is a non-exempt, bi-weekly paid position.

### How to Apply

- To apply, please submit your resume and cover letter.

### Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### Misconduct

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

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"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

**Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the

[https://apptrkr.com/get\\_redirect.php?id=6141381&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=6141381&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

**Contact Information**

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Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

N/A

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