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**Opening: Energetic Paralegal Specialist, United States Attorney's Office**

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**Location:** Los Angeles, CA

**Pay:** \$24/Hour; Minimum 1 Year Project

**Hours:** TBD

**Benefits:** 401K; Flexible Spending; Employee Assistance Program.

**Minimum Requirements:** BA degree with a concentration in paralegal studies; specialized knowledge of processes, procedures and practices to support legal activities; thorough knowledge of principles and practices of the United States Attorney's Office (USAO's) and Federal rules of evidence and criminal procedures; litigation experience; proficient knowledge of Microsoft Office applications (i.e. Word, Excel, Outlook, etc.) and internet search engines; reliable vehicle; drivers license; vehicle registration; insurance; proof of citizenship; background check and security clearance.

**Who are we?** HPC is one of Southern California's top providers of program management and assistance to disadvantaged people re-entering the workforce. We market positive, punishment-free, motivation-enhancing counseling and advice. Services certified and funded through a wide range of key organizations including the Social Security Administration, the U.S Department of Labor, and the California Department of Corrections. We provide excellent employee opportunities for continued career development and are an equal opportunity employer. Find out more about how the success of our clients is our most important product by going to [www.HPCemployment.org](http://www.HPCemployment.org).

**The position:** The ideal applicant will provide evidence of (1) analyzing legal decisions; compiling substantive information on legal subjects; and collecting, analyzing and evaluating evidence in a specialized knowledge of law; (2) preparing legal documents to include but not limited to: visual materials, extradition requests, documentation relevant to other actions related to the acquisition of evidence and/or testimony, immunity subpoenas, attachments to subpoenas and other technical documents; (3) processing documents and performing necessary follow up as needed; (4) conducting interviews of agents and potential witnesses; (5) reviewing, summarizing and outlining grand jury and or analyzing and summarizing relevant legal precedents; (6) preparing digest of point of law involved; (7) analyzing appellate records to isolate facts pertinent to legal precedents; (8) utilizing automated legal research tools to research case or program specific legal matters; (9) participating in assigned proceedings as necessary; (10) reviewing documents and other material produced pursuant to subpoena; (11) maintaining an inventory of materials and preparing outline of substance of documents/materials; (12) providing litigate case management and organizing cases for court presentation noting deficiencies in case materials; (13) maintaining regular contact with law enforcement agencies; (14) monitoring the progress of pending cases and initiates action to ensure documents are prepared and submitted within established guidelines; (15) serving as a contact person for assigned cases and providing information and assistance concerning status or relevant procedural issues; (16) compiles, organizes and indexes evidence exhibits for trials and witness testimonies; (17) developing and compiling jury instructions and functional procedures needed to enter and to retrieve data for application users (i.e. databases, data searches, report designing and other data retrieval assignments); (18) provides automation and administrative support in reference to personal computer based, means for automating reports, statistical data, text and graphics; (19) identifies and utilizes requirements, selects appropriate software and designs user specific applications to include the development of input software features; (20) working on other special projects/assignments as needed.

**To apply:** Request a preliminary application packet from our Human Resource Department. You may contact the Human Resources Dept. at (310) 756-1560. Submit to [resume@hpcemployment.org](mailto:resume@hpcemployment.org) or fax to (310) 756-1562.