

## **CIVIL PARALEGAL (1583) – CARE ACT PROCEEDINGS**

The Alameda County Public Defender’s Office seeks an experienced, self-driven paralegal to work closely with our attorneys in the zealous representation of our clients in CARE Act Proceedings. All inquiries and applicant submissions should be emailed to [acpdrecruitment@acgov.org](mailto:acpdrecruitment@acgov.org). Please include a cover letter and resume. Deadline to apply is July 10, 2026.

### **Description**

The Community Assistance, Recovery and Empowerment (CARE) ACT was created to prevent psychiatric hospitalizations and incarceration for Californians living with untreated schizophrenia spectrum or other psychotic disorders. A “petitioner,” which may include a family member, behavioral health specialist, or first responder may initiate CARE proceedings for the “respondent,” by filing a petition with the court to create a voluntary plan that may include treatment, housing resources, and other services. The Alameda County Public Defender’s Office represents the respondent in these proceedings.

### **The Department**

The Alameda County Public Defender’s Office provides its clients with comprehensive holistic defense services. Our model of client-centered holistic defense is enhanced by wrap-around services for those subject to criminal, civil commitment, or immigration proceedings. We provide the highest quality of indigent defense by vigorously advocating for the rights of our clients, in pursuit of a fair and unbiased system of justice for all.

The Office is proud to be an equal opportunity employer, and we deeply value the diversity of our staff. We are committed to building and supporting a culturally diverse workplace, and we encourage women, people of color, LGBTQ individuals, veterans, people with disabilities, and people from other underrepresented groups to apply.

### **The Position**

Under direct supervision of an attorney, paralegals will conduct legal research, draft legal documents, and conduct client interviews. They will gather, organize, and index legal documents, records, and exhibits. Familiarity with software applications including, Microsoft Outlook, Word, PowerPoint, Excel, and other legal software is essential. The position requires collection, analysis, and summary of relevant data as well as maintenance of case and file management systems.

### **The Ideal Candidate**

In addition to meeting the minimum qualifications stated below, the ideal candidate will have a demonstrated track record of success in the following areas:

- Knowledge and understanding of legal terminology, familiarity with California codes and regulations, and ability to identify and analyze legal issues.
- Exceptional written and verbal communication skills with strong attention to detail.
- A high degree of personal integrity to maintain confidential and sensitive information.
- Experience maintaining effective relationships with individuals from diverse backgrounds, interpersonal styles, and abilities.
- Confidence to learn and apply new information quickly, while working independently.
- Effective time management and organizational skills, with the ability to prioritize multiple assignments, meet deadlines, and shift gears when necessary.
- Professionalism, courtesy, tact, and empathy.

### **Minimum Requirements**

#### **EITHER I**

Education:

Certification of completion from an American Bar Association certified paralegal program.

#### **AND**

Experience:

The equivalent of three (3) years of full-time progressively responsible experience in a position where the work is of a paralegal nature in a legal setting.

#### **OR II**

Education:

Graduation from an American Bar Association accredited law school.

#### **AND**

Experience:

The equivalent of two (2) years of full-time progressively responsible experience as a paralegal, law clerk or attorney in a legal setting.

### **OR III**

#### **Experience:**

The equivalent of four (4) years of full-time progressively responsible experience as a paralegal, law clerk or attorney in a legal setting.

#### **License:**

Possession of a valid California Driver's License may be required.

### **Salary and Benefits**

\$43.20 - \$53.05 hourly

\$3,456.00 - \$4,244.00 biweekly

\$89,856.00 - \$110,344.00 annually

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging healthcare options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discounts, fitness and health screening programs focused on overall well-being. These benefits include but are not limited to\*:

#### **For your Health & Well-Being**

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- Accidental Death and Dismemberment Insurance
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

**For your Financial Future**

- Retirement Plan (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)

**For your Work/Life Balance**

- 12 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave\*\*
- Catastrophic Sick Leave
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources
- 1<sup>st</sup> United Services Credit Union

\*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a summary of the benefits offered and can be subject to change.

\*\* Non-exempt management employees are entitled to up to three days of management paid leave. Exempt management employees are entitled to up to seven days of management paid leave.