

## Paralegal

Disability Rights Montana is a private non-profit civil rights organization whose mission is to protect and advocate for the rights of Montanans with disabilities. Disability Rights Montana seeks to hire an experienced Paralegal. The Paralegal works under the supervision of the Attorney Work Group to support and assist staff attorneys to carry out the legal priorities, objectives, and casework of the agency.

Applicant must be self-motivated, have the ability to problem solve through research, demonstrate proficient writing skills, have fluent computer knowledge, and be able to communicate effectively with people with disabilities, family members, and providers.

Applicant must also be familiar with Federal and Montana Rules of Civil Procedure, Federal and Montana Rules of Evidence, Federal and Montana Uniform District Court Rules, local court rules, and applicable citation manuals.

Applicant must have a minimum of three years of qualifying experience, a diploma, degree, or certification in paralegal studies, or work equivalent.

Position is located in Helena, Montana. Some travel may be required. Salary is commensurate with experience. A generous benefit package includes paid time off, 403(b) retirement plan, health, life, dental, vision, long term care insurance, and professional development.

Disability Rights Montana offers excellent benefits and competitive salary. Starting salary ranges from \$44,000-\$48,000 DOE.

Position will be open until filled. Please submit a letter of interest and resume to:

Katherine Murfitt  
Director of Finance & Administration  
1022 Chestnut Street  
Helena, MT 59601  
or by email to: [Katherine@DisabilityRightsMT.org](mailto:Katherine@DisabilityRightsMT.org)

*Disability Rights Montana is an Equal Opportunity Employer*