COLLATERAL CONSEQUENCES RESOURCE CENTER

POSITION DESCRIPTION

JOB TITLE: RRP Legal Analyst
TIMEFRAME: At least 15-20 hours per week, for at least six months

DEPARTMENT: Collateral Consequences Resource Center
REPORTS TO: CCRC Executive Director
FLSA STATUS: Exempt
DEADLINE: Applications will be accepted on a rolling basis until February 15, 2019

PROJECT DESCRIPTION: The Restoration of Rights Project is a state-by-state analysis of the law and practice in each U.S. jurisdiction relating to restoration of rights and status following arrest or conviction. The RRP was created by the staff of the Collateral Consequences Resource Center, and launched in June 2017 in partnership with NACDL, NLADA and the National HIRE Network. Its jurisdictional “profiles” cover areas such as loss and restoration of civil rights and firearms rights, judicial and executive mechanisms for avoiding or mitigating collateral consequences, and provisions addressing non-discrimination in employment and licensing. Links to many original sources are included. Summaries of the information in each profile is accessible from the RRP homepage, followed in each case by a link to the full profile. In addition to its jurisdictional profiles, the RRP includes a set of 50-state comparison charts that make it possible to see national patterns in restoration laws and policies.

The resources that comprise the Restoration of Rights Project were originally published in 2006 by CCRC Executive Director Margaret Love, and she has kept them up to date since that time. They are intended as a resource for practitioners in all phases of the criminal justice system, for courts, for civil practitioners assisting clients whose court-imposed sentence has exposed them to additional civil penalties, for policymakers and advocates interested in reentry and reintegration of convicted persons, and for the millions of Americans with a criminal record who are seeking to put their past behind them.

POSITION SUMMARY: The primary duties of the RRP Legal Analyst involve collecting and analyzing the law and practice in each U.S. jurisdiction relating to restoration of rights; and, updating the on-line resources that comprise the RRP. An important task is identifying and tracking bills relating to restoration of rights as they become law. In conducting legal research, preparing reports, and responding to inquiries, the RRP Legal Analyst will have a unique opportunity to engage with CCRC staff and lawyers across the country who are working in this emerging area of scholarship and practice.

The RRP Legal Analyst position is part-time, though applicants should be prepared to commit to at least 15-20 hours per week for at least six months. The position may be particularly attractive to individuals seeking a flexible work schedule and workplace. The position will be compensated on an hourly basis, starting at a base rate of $26.50 per hour, a rate that may be negotiable depending on experience.
QUALIFICATIONS

EDUCATION and EXPERIENCE:
- Distinguished law school record, with law review or similar experience preferable
- Familiarity with criminal law and procedure
- Familiarity with the legislative process desirable

LANGUAGE SKILLS:
- Proven research and writing skills
- Ability to communicate in a clear and concise manner

TECHNICAL SKILLS:
- Solid Microsoft Office skills, including Outlook
- Strong internet research skills
- Experience with WordPress programs desirable

TO APPLY: Submit the following materials to margaretlove@pardonlaw.com
- Letter of interest
- Resume
- Writing sample
- List of three references