



ADVANCING EQUALITY IN THE
CRIMINAL JUSTICE SYSTEM

LAW OFFICE OF JOHN BLUME

Legal Assistant Job Description

[December 2021]

Objective

Justice 360 and the Law Office of John Blume are seeking a legal assistant to join our team that provides legal representation for individuals facing extreme criminal sentencing in South Carolina. Justice 360 is a nonprofit legal organization dedicated to advancing equality in the criminal justice system, with a focus on addressing extreme criminal sentencing such as the death penalty and juvenile life without parole sentences. The Law Office of John Blume is a small firm providing similar representation and is headed by John Blume, who is a South Carolina attorney and a professor at Cornell University. Overall, the office has 6 attorneys and handles cases throughout the state of South Carolina.

Primary Roles and Responsibilities

- Communication with incarcerated clients
- Obtaining, organizing, and summarizing client records
- Assisting attorneys in preparing pleadings for filing and exhibits for court hearings
- Office management, including working with service providers, ordering and maintaining office supplies, completing bank deposits
- Answering phone calls and responding to or directing the calls appropriately
- Scheduling and arranging expert and attorney travel
- Provide support for attorneys and development staff as requested
- Other administrative tasks

Qualifications

- High school diploma (or equivalent), required
- Associates or bachelor's degree, preferred
- Must hold a valid driver's license and be willing to travel within the state of South Carolina

Skills

- Strong organizational abilities
- Strong interpersonal skills
- The ability to manage time and prioritize across various cases and assignments
- Proficiency in the Microsoft Office Suite, Adobe Pro, and Zoom

Employment Location: In-person at the Justice 360 office in Columbia, South Carolina

Work Hours: 30-40 hours per week

Compensation: Commensurate with experience and qualifications (\$24,000-\$40,000)



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Benefits: After 30 days, employer paid:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Paid holidays and vacation
- Retirement plan

To Apply: Email resume and cover letter to Lindsey Vann (lindsey@justice360sc.org)