



# North Carolina Center on Actual Innocence

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*Identify, Investigate, and Advance Toward Justice*

## SENIOR STAFF ATTORNEY

### Organization Description:

The North Carolina Center on Actual Innocence (Center) is a 501(c)(3) non-profit organization located in Durham, NC. The Center investigates innocence claims on behalf of unrepresented and indigent inmates convicted of felonies in North Carolina and South Carolina. For more information on the Center's work, go to [www.nccai.org](http://www.nccai.org).

### Job Description:

Full-time senior level staff attorney responsible for assisting with the investigation and litigation of previously screened credible claims of innocence.

- ☐ Case file review
- ☐ Locating and interviewing witnesses
- ☐ Legal Research
- ☐ Identification and pursuit of forensic testing
- ☐ Drafting motions and briefs
- ☐ Litigation
- ☐ Assisting the Executive Director with other projects as needed

### Educational Requirements and Experience:

- ☐ J.D. required. Licensed to practice law in North Carolina or South Carolina.
- ☐ Minimum 10 years legal experience.
- ☐ Brief drafting and criminal litigation experience.

### Specific Job Skills:

- ☐ Excellent analytic, research, and writing skills.
- ☐ Excellent interpersonal and verbal communication skills.
- ☐ Strong organizational skills.
- ☐ Ability to prioritize work and multi-task.
- ☐ Ability to work with and coordinate tasks with others and to work independently.
- ☐ Ability to abide strictly to confidentiality requirements.
- ☐ Ability to work in a small, non-profit work environment.
- ☐ Availability for some travel for hearings and investigation.

### Personal Qualifications:

- ☐ Firm commitment to the Center's mission and principles.
- ☐ Strong work ethic and detail-oriented.
- ☐ Self-motivated and disciplined.

**Compensation:**

- ☐ Salary in line with experienced public defender salaries.
- ☐ Benefits include medical, dental, paid holidays, vacation, and sick leave.

**How to Apply:**

Applications should include a cover letter, a resume, a writing sample, and references and can be emailed to [resumes@nccai.org](mailto:resumes@nccai.org). Please use the subject line “Senior Staff Attorney” in your email. Applications will be reviewed on a rolling basis until the position is filled. NCCAI is an equal opportunity employer.