



Job Title: Legal Assistant

Position Summary: The Legal Assistant position is a full time hourly position that assists public interest attorneys with a full range of administrative support including scheduling, calendar management, case file organization, front desk/reception support and document management.

About the Organization: Los Angeles Center for Law and Justice (LACLJ) is a 501 (c) (3) nonprofit organization in East Los Angeles, CA. LACLJ provides holistic, trauma-informed services and empowers individuals to secure long-term solutions that result in stable families, violence-free homes, and strong communities. At LACLJ, we believe that legal education, advocacy and representation can be the difference between adversity and opportunity and that meaningful access to justice improves lives. Our mission is to fight for the rights of vulnerable families and advocate for a more just legal system and our vision is a strong community where families are safe, stable and free from injustice.

Essential Functions:

- Prepares, organizes, and maintains physical and digital client case and eligibility files
- Track case documents and make them available and easily accessible to attorneys and paralegals
- Scan, copy and or process client documents
- Fax and mail documents; coordinate document pick-ups and drop-offs with LACLJ court filing services
- Assist with the preparation of trial binders and exhibits; assist with conference and material preparation
- Checks voice mail, answer phones, schedule appointments and take accurate and detailed messages
- Screens incoming calls and written correspondence and responds independently when possible
- Greets clients and walk-ins
- Conducts new client intakes, will need to learn and know client eligibility guidelines and requirements for all funding sources
- Ensures accurate and timely tracking of all messages, mail and documents
- Translate documents from Spanish to English (and vice versa) as needed
- Handle all other administrative duties as assigned

Qualifications

- High school diploma with 3 years of experience providing administrative support in an office environment OR Associate's Degree with 2 years of experience providing administrative support in an office environment OR Bachelor's Degree with 1 year of work/volunteer experience.
- Ability to utilize advanced features of Microsoft Office (Word, Excel, Outlook), etc.
- Ability to use standard office equipment (computers, fax, scanner, copier, postage machine, etc.)
- Fluency in spoken and written English and Spanish.
- Demonstrated commitment to public interest work.
- Experience and interest in working with low-income, immigrants, trauma-survivors, and/or other under-served, under-represented populations.



Working Conditions and Physical Requirements:

- Work will be performed in an office setting at a work station.
- This position requires the ability to concentrate on tasks while facing distractions.
- Work will require the use of office machines such as computers, photocopiers and telephones.
- The Legal Assistant will be required to attend meetings.

Salary and Benefits: The Legal Assistant position is a non-exempt position with an annual salary range of \$33,000 to \$36,000 per year depending on experience. LACLJ offers a generous benefits package, a 35-hour workweek, paid vacation and 100% employer-paid medical (Kaiser), dental, vision, long-term disability, life insurance for staff and 80% coverage for dependents. Staff is provided the option to participate in a 403(b) retirement plan and dependent and health flex savings accounts (FSA). LACLJ is an eligible nonprofit employer for the Public Service Loan Forgiveness (PSLF) Program.

To Apply: Please email a cover letter and resume to Gladys@lajl.org with “Legal Assistant” in the subject header. Estimated start date of the position is the first week of June. Applications will be accepted until the position is filled.

Los Angeles Center for Law and Justice is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, disability, or sexual orientation.