



# JOB ANNOUNCEMENT

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**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:** Located in East Los Angeles, the Los Angeles Center for Law and Justice (LACLJ) is an emerging leader in the provision of legal services to immigrant survivors of domestic violence, sexual assault and human trafficking. The 30-person nonprofit law firm assists clients in obtaining restraining and custody orders, immigration relief and other legal remedies available to them as a result of surviving domestic violence, sexual assault or human trafficking. LACLJ also provides clients with wraparound supportive services, which include education, referrals, safety planning, and accompaniment, through its Community Care Advocacy Program.

## **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 respond independently when possible
- Greets clients and walk-ins
- 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

## **Desired Knowledge, Skills and Abilities**

- Experience with high volume customer service or telephone skills
- Experience working with low-income persons, immigrants and/or other underserved, underrepresented populations
- Previous experience working with domestic violence survivors
- Demonstrated commitment to public interest work

## **Qualifications**

- 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.)
- Bilingual in English and Spanish

## **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 is a non-exempt full time position with an annual salary range of \$35,000 to \$40,000 per year depending on experience. LACLJ offers a generous benefits package, a 35-hour workweek, paid vacation leave and sick leave and 100% employer-paid medical (Kaiser), dental, vision, long-term disability, life insurance. Staff also has the option to participate in a 403(b) retirement plan and dependent and health flex savings accounts (FSA).

**To Apply:** Please email a cover letter and resume to [marilyn@laj.org](mailto:marilyn@laj.org) with the position title in the subject header. 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.*