



**Job Title:** Receptionist

**The Organization:** The mission of Los Angeles Center for Law and Justice (LACLJ) is to secure justice for survivors of domestic violence and sexual assault and empower them to create their own futures. Located in East Los Angeles, LACLJ is a 40-person non-profit law firm serving survivors throughout Los Angeles County. LACLJ's primary practice areas are family law and immigration. However, LACLJ strives to provide clients with holistic legal services and has both a growing criminal justice advocacy and appellate practice. LACLJ provides free legal services and is committed to trauma-informed and culturally-responsive services that center the safety and well-being of our clients and staff. Through our integrated legal/social work service model, LACLJ Community Advocates (CAs) provide supportive services such as education, safety planning, accompaniment, and linkages to other service providers as part of the legal team.

**The Work:** The Receptionist position is responsible for answering phones, checking mail and providing general office support. The Receptionist will be supervised by LACLJ's Senior Legal Assistant. Within their role, they will work under the direction of clients' attorneys as part of the legal team.

**Principal Duties and Responsibilities:**

**Office Operations**

- Answers phone and greet clients who are arriving for appointments
- Process and scan mail
- Screens callers for eligibility and provides referrals
- Scans and prepare files for storage and shredding
- Assists with IT troubleshooting

**Administrative Support**

- Reports project and organizational data
- Opens files on case management system
- Makes copies, scans, faxes, and provides other back-up

**Litigation Support**

- Prepares documents for court filing and organizes client files
- Prepares and mails template letters
- Make calls to client as requested by the attorneys
- Provide interpretation and translation

**Other Duties:** Adheres to standards of professional responsibility; adheres to all LACLJ policies and procedures, including the standards set forth in the Performance and Evaluation Standards; participates in mandatory staff trainings and meetings; other duties as assigned.



## **Qualifications:**

- High School Graduate or GED equivalent.
- Bilingual in Spanish required.
- Computer skills including Outlook, Word and Excel required.
- Excellent phone etiquette and ability to manage a cloud based phone system.
- Passion for issues related to survivors of domestic and sexual violence, immigrants and women.
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Excellent written and verbal communication skills
- Ability to work successfully with people from diverse backgrounds and all levels of personnel
- Valid driver's license and insurance and/or reliable transportation required for out-of-office travel as required by the position.

## **Working Conditions and Physical Requirements**

- Work to be performed remotely or in an office setting at a work station
- Will be required to be in the office a few days a week
- Concentration on tasks while facing distractions
- Attendance at meetings, remotely and both in and outside the LACLJ offices
- Use of office machines such as computers, photocopiers and telephones, in addition to virtual office platforms
- Ability to work at and travel between the LACLJ main office at 5301 Whittier Blvd. in East Los Angeles.

**Salary and Benefits:** The Receptionist position is a non-exempt position with an annual salary range of \$30,940 to \$34,580 per year depending on experience. LACLJ offers full-time staff a 35-hour work week, casual office environment and a generous benefits package and paid vacation leave including 100% employer-paid medical (Kaiser), dental, vision, long-term disability, life insurance and the option to participate in a 403(b) retirement plan and dependent and health flex savings accounts (FSA).

**To Apply:** Please send a cover letter and resume to Marilyn Florentino, Office Administrator, via email to [marilyn@laclj.org](mailto:marilyn@laclj.org) with the position title in the subject header. Resumes 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.*