

LEGAL SERVICES
of
NORTHERN CALIFORNIA
JOB ANNOUNCEMENT

(Please Post)

Administrative Support Clerk (Contract Position)-Woodland
Sargent Shriver Civil Counsel Act--Housing Court Pilot Project
and
Senior Link of Yolo County--funded in part by Agency on Aging/Area 4

Position: Administrative Support Clerk with 1-8 years experience. (12 month contract)

To Apply: Send resumé and cover letter to:

Alysa Meyer, Managing Attorney
Legal Services of Northern California-Yolo County Office
619 North Street
Woodland, CA 95695

Application Open until filled

Deadline:

Start Date: August 21, 2017

Program Description:

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to low income, elderly and disabled people in 23 northern California counties. The Sargent Shriver Civil Counsel Act project addresses the imbalance of representation in judicial evictions. Attorneys working with the program provide direct representation to defendants in eviction proceedings in Yolo County. Senior Link of Yolo County is a free information and assistance program that links older adults and their caregivers to services throughout the County.

RESPONSIBILITIES:

Under the supervision of the Managing Attorney and Office Manager, the Administrative Support Clerk will perform a variety of administrative support duties and accept assigned responsibilities.

Duties:

1. Reception duties, including but not limited to receiving and screening incoming telephone calls and visitors, obtaining client eligibility information, scheduling appointments and making appropriate referrals.
2. Editing and preparing general documents in conformance with the applicable style and format rules using WordPerfect and Microsoft Word.
3. Type documents, including but not limited to forms, reports, invoices, and routine memos.

Yolo Regional Office:
619 North Street
Woodland, CA 95695
P: 530.662.1065
F: 530.662.7941
www.lsnc.net

A Legal Services Corporation Program 

4. Pick-up, sorting and distribution of incoming and outgoing mail, express/parcel shipments, and daily outgoing mail drop.
5. Maintain postage meter, photocopier, fax machine, and other office equipment.
6. Photocopy, collate, scan, and related functions, including the reproduction of self-help packets, outreach materials, and office forms.
7. Filing.
8. Perform data entry and retrieval, including but not limited to running data reports.
9. Maintain tickler systems.
10. Master calendar upkeep.
11. Assist in preparation of appropriate reports.
12. Assist in compiling grant applications.
13. Assist with the distribution of outreach materials and program information.
14. File court papers and process serve.
15. Serve on LSNC committees, where appropriate.
16. Assist in the supervision and training of volunteers and staff on appropriate non-legal issues.
17. Attend appropriate training sessions and seminars.
18. Perform additional duties as assigned consistent with qualifications.

KNOWLEDGE:

Knowledge of community resources, general office procedures, operation of office machines, i.e., computer, word processor, electric typewriter, adding machine, postage machine, copier, transcribing equipment, telephone equipment, grammar, punctuation and spelling, simple bookkeeping, WordPerfect, Microsoft Word, Microsoft Access, Microsoft Excel, and Power Point.

SKILLS:

Professional and courteous manner, excellent oral and written communication skills, ability to relate to client and legal communities, good organizational skills, ability to interact effectively with the public and employees; ability to maintain confidentiality and use discretion and tact; ability to work independently in the absence of specific instruction, and use good judgment to make decisions appropriate to this level of responsibilities. Ability to operate a computer, type accurately (certificate required for 45 w.p.m.); independently compose correspondence and write reports using correct English, spelling, grammar and punctuation; pay attention to detail in all work to be performed, see work through to its logical conclusion; good proofreading ability, ability to work under pressure, ability to speak a second language desired (relating to client community need), but not required.

EXPERIENCE/EDUCATION:

Minimum of two years (2) experience, including clerical, extensive phone and public contact. High school diploma or equivalent.

SALARY RANGE: \$2,100 to 2,408/month DOE. This is a contract position with benefits.

BENEFITS: Legal Services of Northern California offers an excellent fringe benefit plan.

PROBATIONARY PERIOD: N/A for Contract Positions.

LSNC PROVIDES A BILINGUAL BONUS FOR EMPLOYEES WHO ARE PROFICIENT IN SPEAKING A SECOND LANGUAGE, OTHER THAN ENGLISH, COMMONLY SPOKEN BY CLIENTS WHEN THE SECOND LANGUAGE IS USED ON THE JOB FOR WHICH THE PERSON IS EMPLOYED.

LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE AND LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PEOPLE TO APPLY.