

## JOB ANNOUNCEMENT

(Please Post)

**Position Title:** Legal Secretary

**To Apply:** Send cover letter, resume, typing certificate and three references with telephone numbers.

Candace A. Fall, Office Manager  
Legal Services of Northern CA  
190 Reamer Street  
Auburn, CA 95603

**Application Deadline:** Continuous Recruitment Until Filled

**Salary Range:** \$2,100.00 - \$3,601.00 D.O.E., plus benefits.

**Program Description:** Legal Services of Northern California (LSNC) is a non-profit organization providing free, high quality civil legal services to indigent persons and seniors in twenty-three northern California Counties. This position is with the Mother Lode Regional Office located in Auburn. LSNC offers an excellent fringe benefit plan which includes health, dental, vision and life insurance.

**Duties and Responsibilities:** Under the supervision of the Managing Attorney and Office Manager, will perform a variety of secretarial duties and accept assigned responsibilities which include but are not limited to preparing general and legal documents in conformance with the applicable style and format rules for the particular court or venue; file legal documents with courts and other agencies; process serving; dictation and transcription; photocopying; scheduling appointments; meeting clients; answering multi-line telephone system; preparing and maintaining office records and case files; and performing additional duties as assigned consistent with qualifications.

**Qualification Criteria:**

- a. Knowledge: Legal terminology; legal forms and procedures; community resources; general office procedures; operation of office equipment, i.e. personal computer, electric typewriter, calculator, postage machine, photocopier, transcribing equipment; grammar, punctuation and spelling; and simple bookkeeping. Experience using Microsoft Word to prepare legal documents, including formatting on pleading paper templates and preparation of tables of authorities.

- b. Skills: Good organizational skills; ability to work under pressure; good working knowledge of personal computers; good spelling, grammar and punctuation; good proofreading ability; good telephone voice and manner; ability to work independently and as part of a team. Must type at least 65 net words per minute (certificate required).
- c. Language: An ability to relate to the client community being served; bilingual (English/Spanish) skills preferred, but not required.

**Education/Experience:** Completion of high school or business school or life experience equivalent. Minimum of one year legal secretary experience. At least two years of prior legal and/or general secretarial experience preferred. Six months prior experience using Microsoft Word required.

**Probation Period:** Six months.

**LEGAL SERVICES OF NORTHERN CALIFORNIA PROVIDES A BILINGUAL BONUS FOR EMPLOYEES PROFICIENT IN A LANGUAGE OTHER THAN ENGLISH WHEN THE SECOND LANGUAGE IS USED ON THE JOB FOR WHICH THE PERSON IS EMPLOYED.**

LEGAL SERVICES OF NORTHERN CALIFORNIA (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.