



JOB ANNOUNCEMENT
(Please Post)

Administrative Support Clerk – Vallejo, California

Position: Administrative Support Clerk with 2-10 years' experience.

To Apply: Send résumé and cover letter to:

Oliver Ehlinger, Managing Attorney
Legal Services of Northern California – Solano County Office
1810 Capitol Street
Vallejo, CA 94590

Application Deadline: August 23, 2019

Start Date: September 03, 2019

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 Vallejo office serves Solano County.

RESPONSIBILITIES:

Under the supervision of the Managing Attorney and Office Manager, the Administrative Support Clerk performs a variety of administrative support duties in direct support of professional staff.

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 Microsoft Word.
3. Edit and prepare legal documents in conformance with applicable court rules.
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.

Solano County Office:
1810 Capitol Street
Vallejo, CA 94590
P: 707.643.0054
F: 707.643.0144
www.lsnc.net

A Legal Services Corporation Program



8. Perform data entry and retrieval, including but not limited to running data reports.
9. Maintain law library.
10. Maintain litigation and discovery files, chronological files and administrative files.
11. Assist with the distribution of outreach materials and program information.
12. File court papers and process serve.
13. Serve on LSNC committees, where appropriate.
14. Assist in the supervision and training of volunteers and staff on appropriate non-legal issues.
15. Attend appropriate training sessions and seminars.
16. Perform additional duties as assigned consistent with qualifications.

KNOWLEDGE:

Knowledge of legal terminology, community resources, general office procedures, operation of office machines, i.e., computer, word processor, copier, telephone equipment, Microsoft Word, Microsoft Access, Microsoft Excel, and PowerPoint, and Judicial Council Form programs.

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,

LANGUAGE: An ability to speak a second language desired (relating to client community need), bilingual in English and Spanish preferred.

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

SALARY RANGE: \$2,379 to 2,948/month DOE.

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

PROBATIONARY PERIOD: 6 months

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.