

JOB ANNOUNCEMENT
(Please Post)

Position Title: Administrative Support Clerk

How to Apply: Send cover letter, resume, typing certificate, and three references with telephone numbers to:

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 Auburn field office. 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 support functions and accept assigned responsibilities which include but are not limited to receiving incoming calls; making appropriate referrals; greeting clients and guests; determining preliminary eligibility and scheduling appointments when necessary; compiling a variety of office statistics; completing Monthly Case Service Reports, and ad hoc reports, as needed; maintaining tickler system for office caseload; opens and closes case files; maintains office filing system; photocopying; overload typing; and other complex clerical duties; performing Master Calendar posting and notification requirements; filing court documents and/or process serving.

Qualification Criteria:

- a. **Knowledge:** Community resources; general office procedures; operation of office equipment, i.e. personal computer, photocopier, calculator, postage machine.
- b. **Skills:** Good telephone manners and oral and written communication skills, ability to relate to client and legal communities, typing: 45 net w.p.m. (certificate required), good spelling, good proofreading ability, ability to compose routine letters, ability to work under pressure.
- c. **Language:** An ability to relate to the client community being served; bilingual (English/Spanish) skills preferred, but not required.

Education/Experience: Minimum of one year experience, including clerical, extensive phone and public contact. High school, GED or life experience equivalent.

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.