LEGAL SERVICES of NORTHERN CALIFORNIA

JOB ANNOUNCEMENT
(Please Post)

Administrative Support Clerk (Butte Regional Office)
Chico, California
Full-Time/ Permanent

To Apply: Send cover letter describing interest in the position, résumé, and three professional references (including name, title, telephone number and email address) to:

Christie Gilbreath, Office Manager
Legal Services of Northern California
541 Normal Avenue
Chico, CA 95928
cgilbreath@lsnc.net
If sending application via email, please attach materials as a single PDF.

Priority Application Deadline: November 20, 2026

Preferred Start Date: December 16, 2026

Office Location: Chico

Organization Description
Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal services to low income individuals, older adults, and persons with disabilities in 23 northern California counties. The mission of LSNC is "to provide quality legal services that empower the poor to identify and defeat the causes and effects of poverty within their communities." LSNC has eight field offices and several special projects. The Butte Regional Office serves Butte, Colusa, Glenn and Plumas counties.

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, answering incoming calls, making calls to clients, obtaining client eligibility information, scheduling appointments, and making appropriate referrals.
2. Edit and prepare documents in conformance with the applicable style and format rules using Microsoft Word and Google Documents.
3. Edit and prepare legal documents in conformance with applicable court rules, under attorney supervision.

4. Pick-up, sort and distribute 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. Obtain, enter, and retrieve data – including, but not limited to entering client data into LSNC's case management software and collecting data from sources outside LSNC.
8. Maintain shared electronic and litigation and discovery files, chronological files, and administrative files.
9. Assist with the distribution of outreach materials and program information.
10. File court papers and process serving, including travel courthouses in the counties the office serves.
11. Attend appropriate training sessions and seminars. Serve on LSNC committees, when appropriate.
12. Assist with supervising and training volunteers and staff on appropriate non-legal tasks.
13. Occasional travel within LSNC's service area.
14. Perform additional duties as assigned consistent with qualifications.

Qualifications

Knowledge: Legal terminology; community resources; general office procedures; operation of office machines and systems, i.e., computer, copier, telephone, online data management systems, Microsoft applications (Word, Excel and PowerPoint), and Google applications (Gmail, Docs, Sheets and Slides).

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 responsibility. Ability to operate a computer; type accurately (45 w.p.m.); independently compose correspondence and write reports using correct English, spelling, grammar and punctuation; attention to detail in all work to be performed; ability to see work through to its logical conclusion; good proofreading skills; ability to work under pressure; ability to speak a second language commonly spoken by client communities preferred, but not required.

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

Salary: $3,750 (Step 1) to $5,299 (Step 15) per month, DOE
See LSNC's Policy on Salary Scales and Scale Placement at lsnc.net

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

LSNC provides a bilingual bonus for employees who speak 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 THAT VALUES THE DIVERSITY OF ITS STAFF AND SEEKS TO FOSTER A CULTURE OF INCLUSIVITY AND BELONGING. LSNC ENCOURAGES WOMEN, NON-BINARY AND TRANSGENDER PEOPLE, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, PANSEXUAL AND QUEER PEOPLE TO APPLY.