



JOB ANNOUNCEMENT

(Please Post)

Administrative Support Clerk (Expanded Access Project)

Sacramento, California

Full-Time

Permanent

POSITION: Administrative Support Clerk

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

Charlyn DeWitt, Acting Managing Attorney

Legal Services of Northern California

515 12th Street

Sacramento, CA 95814

cdewitt@lsnc.net

If sending application via email, please attach materials as a single PDF.

APPLICATION

DEADLINE: January 15, 2023

START DATE: February 2024

PROGRAM DESCRIPTION:

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to the poor, elderly, and people with disabilities in 23 northern California counties. LSNC has eight field offices and several special projects. The Expanded Access Project assists people who have barriers – such as work, school, disabilities or childcare – to accessing LSNC’s services during traditional client intake hours.

RESPONSIBILITIES:

Under the supervision of the Acting Managing Attorney, 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, obtain 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.
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 to the courthouse.
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 for meetings and training events.
14. The work hours for this position begin and end later than other support clerk positions (ending no later than 6:30 p.m.) and may include occasional weekend work.
15. 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; pay attention to detail in all work to be

performed; see work through to its logical conclusion; good proofreading skills; ability to work under pressure; ability to speak a second language desired (relating to client community need), but not required.

EXPERIENCE

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

SALARY RANGE: \$3,019 (Step 1) to \$3,693 (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 AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH
DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, AND
TRANSGENDER PEOPLE TO APPLY.**