



JOB ANNOUNCEMENT
(Please Post)

Litigation Assistant (full-time)
Executive Office
Sacramento, California

Position: Litigation Assistant providing secretarial and administrative support to three regional counsel for non-profit civil legal aid organization serving 23 northern California counties.

To Apply: Send résumé, writing sample, three (3) references with telephone numbers, and a cover letter describing your interest in the position and qualifications to:

Sarah Steinheimer, Regional Counsel
Legal Services of Northern California
517 12th Street
Sacramento, CA 95814

Program Description:

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to the poor, seniors, and persons with disabilities in 23 northern California counties. Funded in part by the federal Legal Services Corporation, LSNC has eight field offices and a number of special projects, including a health law program, a pension law project, and a health insurance counseling and advocacy program for Medicare beneficiaries. The mission of LSNC is “to empower the poor to identify and defeat the causes and effects of poverty within their communities.”

Responsibilities:

Under the supervision of the Executive Director: Assist regional counsel with secretarial and administrative tasks; Create and edit documents in Word, Excel, and other applications from handwritten copy, typed copy, and dictation. Assist in fact-gathering in litigation by reviewing reports and documents. Edit, input and transmit legal documents, prepare pleadings and discovery documents for filing and service, as well as create pleading and discovery binders, index, organize and file case documents. Prepare proofs of service, tables of contents, tables of authorities and exhibit files. Prepare correspondence as directed by attorneys. Ensure proper setup and handling of client files, litigation files, client trust accounts and grant files. Prepare MCLE forms and maintain MCLE records, materials and forms. Create graphs, tables and other visual representations of data for litigation and

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presentations. Occasionally, manage client intake process. Schedule depositions with attorneys, clients, witnesses, and court reporters; arrange conference calls, on-site and off-site meetings. Maintain timekeeping and billing records on litigation and grant contracts. Maintain and coordinate multiple calendars, schedule meetings, prepare expense reimbursements, and coordinate travel arrangements.

Qualifications:

Associate's or Bachelor's degree preferred. Minimum 5 years of full-time litigation legal secretary experience including state and federal court rules and civil procedure. Experience in non-profit, public interest or legal services organizations preferred. Excellent technical skills in Microsoft Office Suite and Adobe Acrobat required. Experience with Google Applications preferred. Excellent communication, interpersonal, organizational, and administrative skills, with meticulous attention to detail. Ability to independently take initiative, assume responsibility to prioritize multiple tasks, identify and address urgent staff or client needs, and work under tight time deadlines. Strong vocabulary, grammar, spelling, and punctuation skills.

Closing Date: Open Until Filled

Starting Date: July 1, 2019

Salary: Salary commensurate with experience. Generous benefits.

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.