



**JOB ANNOUNCEMENT
(Please Post)**

**Office Manager
Redwood Regional Office and Ukiah Regional Office
Located in Eureka or Ukiah, California
(Full-time)**

Position: Office Manager for two branch offices serving Del Norte, Humboldt, Lake and Mendocino counties. Office location can be in either Ukiah or Eureka.

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

Lynn Martinez, Managing Attorney
Legal Services of Northern California – Redwood Regional Office
123 3rd Street
Eureka, CA 95501

Application Deadline: May 15, 2018

Start Date: Approximately June 1, 2018

Program Description:

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to the poor, seniors, and persons 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.”

Executive Office:
517 12th Street
Sacramento, CA 95814
P: 916.551.2150
F: 916.551.2195
www.lsn.net

Responsibilities:

Under the supervision of the Managing Attorneys: 1) provide direct supervision of three (3) administrative support personnel; 2) prepare and monitor the offices' non-personnel budget, submit transmittals and manage the client trust and petty cash accounts; 3) act as liaison for the Finance and Executive teams; 4) provide technical assistance and training on technology applications and systems, including our case management system, online phones and program-wide technology initiatives; 5) Assist with reception, secretarial and other support staff work; 6) compile data and create reports for the office and for funders, 7) perform additional duties as assigned consistent with qualifications, and 8) travel to Sacramento approximately three times per year for program-wide meetings.

Qualifications:

Minimum of one (1) year prior management or supervisory experience required. High school diploma or GED required. Paralegal or legal secretary school or college education preferred. Excellent computer skills, including knowledge of computer networks and cloud-based services. Ability to use initiative and independent judgment within program and policy guidelines. Effective communication skills, both oral and in writing. Ability to serve our diverse client community effectively.

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 with the second language and 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 LGBTQ PEOPLE TO APPLY.