



**JOB ANNOUNCEMENT**  
**Sacramento, CA**

**Position:** Administrative Support Clerk - Pro Bono Program

**To Apply:** Send résumé, cover letter, and 3 professional references to:

Jenni Gomez, Pro Bono Manager  
517 12th Street  
Sacramento, CA 95814  
[jgomez@lsnc.net](mailto:jgomez@lsnc.net)

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

**Application**

**Deadline:** Open until filled

**Start Date:** October 15, 2022

**Program Description:** Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to people who are low income, elderly and disabled in 23 northern California counties. LSNC engages private attorneys to volunteer their time to assist eligible clients throughout its service area, in collaboration with LSNC staff attorneys.

**RESPONSIBILITIES:** Under the supervision of the Pro Bono Manager, the Administrative Support Clerk performs a variety of administrative duties in direct support of professional staff and volunteers.

**DUTIES:**

- Reception duties – including, but not limited to checking voice messages, returning calls, obtaining information, scheduling appointments and interviews, and making appropriate referrals; review, organize and respond to inquiries from a shared pro bono program email address.
- Edit and prepare documents in conformance with the applicable style and format rules using Microsoft Word and Google Documents.
- Pick-up, sort and distribute incoming and outgoing mail, express/parcel shipments, and daily outgoing mail drop.
- Use postage meter, photocopier, fax machine, and other office equipment. Photocopy, collate, scan, and related functions, including the reproduction of self-help packets, pro bono outreach materials, and office forms.

Executive Office:  
517 12th Street  
Sacramento, CA 95814  
P: 916.551.2150  
F: 916.551.2195  
[www.lsnc.net](http://www.lsnc.net)

- Obtain, enter, and retrieve data – including, but not limited to maintaining volunteer databases, running data reports and collecting data from sources outside of LSNC.
- Assist with submitting monthly volunteer and student timesheets to the Finance Department
- Maintain shared electronic files and administrative files.
- Assist with creating, editing and/or distributing promotional content, outreach materials and other program information.
- Attend appropriate training sessions and seminars. Serve on LSNC committees, when appropriate.
- Assist with supervising and training volunteers and staff on appropriate non-legal issues.
- Assisting with administrative duties related to pro bono clinics - including, but not limited to obtaining client eligibility information, sending paperwork, confirming appointments, working with staff on clinic logistics and following up on matters post-clinic.
- Assist with volunteer and student onboarding and orientation.
- Assist with volunteer recognition - including, but not limited to sending thank you letters, preparing content and gifts for National Pro Bono Week, and assisting with any volunteer recognition events.
- Perform additional duties as assigned and consistent with qualifications.

**KNOWLEDGE:** Knowledge of legal terminology; community resources; general office procedures; operation of office machines, i.e., computer, word processor, copier, telephone equipment, Microsoft Word, Microsoft Access, Microsoft Excel, PowerPoint, Google Documents, Google Sheets, and Google 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 ability; to work under pressure; ability to speak a second language desired (relating to client community need), but not required.

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

**SALARY RANGE:** \$2,917 to \$3,321 per month, DOE

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

LSNC PROVIDES A BILINGUAL BONUS FOR EMPLOYEES WHO ARE PROFICIENT IN SPEAKING 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.**