



JOB ANNOUNCEMENT
(3/2/18– Please Post)

Receptionist
(Temporary, 6-month position)
Shasta Regional Office
Redding, CA

Position: Receptionist

Application
deadline: March 20, 2018

Start Date: April 1, 2018

To apply: Please send a letter, résumé and three references to:

Office Manager
Legal Services of Northern California
1370 West Street
Redding, CA 96001
redning-office@lsnc.net

PROGRAM DESCRIPTION:

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to those who are low income, elderly, and people with disabilities in 23 northern California counties. The Shasta Regional Office, located in Redding, provides free legal advice, brief service and representation to low income people, people with disabilities and older adults in Lassen, Modoc, Shasta, Siskiyou and Trinity Counties on a broad array of issues including housing (including subsidized housing), public benefits, health law, elder financial abuse, guardianship of minors, and issues related to income insecurity.

RESPONSIBILITIES:

Under the supervision of the Managing Attorney and Office Manager, perform a variety of receptionist duties and accept assigned responsibilities including, but not limited to: greeting prospective clients and office visitors in person and via telephone, obtaining client eligibility information, scheduling appointments; sorting

Shasta Regional Office:
1370 West Street
Redding, CA 96001
P: 530.241.3565
Toll Free: 800.822.9687
F: 530.241.3982
www.lsnc.net

and distributing incoming and outgoing mail and express/parcel shipments; editing and preparing general documents in conformance with the applicable style and format rules using Microsoft Word; typing forms, reports, invoices and routine memos; maintaining the specialty logs for incoming monies; photocopying; filing; maintaining postage meter, photocopy machine, fax machine, and other office equipment; performing data entry and retrieval; assisting in compiling grant applications; assisting in preparation of appropriate reports; assisting in supervision and training of volunteers and staff on appropriate non-legal issues; attending appropriate training sessions and seminars; performing additional duties as assigned consistent with qualifications.

QUALIFICATIONS CRITERIA:

Knowledge of community resources, general office procedures, operation of office machines, i.e., computer, postage machine, copier, telephone equipment, grammar, punctuation and spelling, simple bookkeeping, Microsoft Word, and Microsoft Excel.

Professional and courteous telephone voice and manner, ability to work under pressure, good organizational skills, interacting 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; operate a computer, type accurately (certificate required for 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 required, and ability to see work through to its logical conclusion; good proofreading ability; ability to relate to client and legal communities.

Language: An ability to relate to the client community being served; bilingual in English and another language commonly spoken by our client communities preferred.

EDUCATION/EXPERIENCE:

Minimum of one year prior experience, including clerical, extensive phone and public contact. High school or GED. Spanish-speaking ability preferred, but not required.

SALARY RANGE: \$2,205 to \$2,368 DOE

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.