



JOB ANNOUNCEMENT

(Please Post)

Administrative Support Clerk – Solano County office

Position: Administrative Support Clerk with 1-10 years' experience.

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

Oliver Ehlinger, Managing Attorney
Legal Services of Northern California-Solano County Office
1810 Capitol Street
Vallejo, CA 94590
oehlinger@lsnc.net

**Application
Deadline:** January 14, 2022

Start Date: February 1, 2022

Program Description:

Founded in 1956, Legal Services of Northern California (LSNC) is a non-profit law firm that provides high quality civil legal assistance to people who are low income, elderly and disabled in 23 northern California counties. The Vallejo office serves Solano County.

RESPONSIBILITIES:

Under the supervision of the Managing Attorney and Office Manager, 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, check voice messages, return calls, obtain client eligibility information, schedule appointments, and make 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.

Solano County Office:
1810 Capitol Street
Vallejo, CA 94590
P: 707.643.0054
F: 707.643.0144
www.lsnc.net

A Legal Services Corporation Program



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.
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 issues.
13. Perform additional duties as assigned 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 - \$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.