



**JOB ANNOUNCEMENT
(Please Post)**

**Office Manager
Yolo County Office – Woodland, California
(Full-time)**

Position: Office Manager for legal services office serving Yolo County

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

Alysa Meyer, Managing Attorney
Legal Services of Northern California – Yolo County Office
619 North Street
Woodland, CA 95695
ameyer@lsnc.net

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

Application Deadline: Open until filled

Start Date: January 1, 2023

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 an eviction defense project, 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 Managing Attorney: (1) provide direct supervision of two 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 the online case

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

management system, voice over internet protocol (VoIP) phones and program-wide technology initiatives; (5) assist with reception, secretarial and other support staff work, including filing documents with local courts; (6) compile data and create reports for the office and for funders, (7) assist other LSNC offices when needed on office manager tasks, (8) perform additional duties as assigned consistent with qualifications, and (9) occasional travel to other LSNC offices, including Sacramento.

Qualifications:

Minimum of one (1) year prior management or supervisory experience required. High school diploma or GED required. Paralegal, 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: \$5,374-\$5,757/month DOE; Generous benefits.

LSNC provides a bilingual bonus for employees who speak a second language, other than English, commonly spoken by LSNC's client communities 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.