

LEGAL SECRETARY

JOB DESCRIPTION



CLASSIFICATION: Litigation Secretary (Union Position)	SALARY: \$39,738-\$55,859/Year; DOE/DOQ
DEPARTMENT: Legal	FLSA STATUS: Non-Exempt
REPORTS TO: Directing Attorney	

Summary: Provide legal administrative support, including but not limited to, preparing pleadings, discovery (complaints, answers, demurrers, interrogatories, etc.) from forms and drafts prepared by legal staff; prepare, process and file various forms of legal notices, etc.; help compile project statistics and other administrative duties.

Essential Duties and Responsibilities include the below. Other duties may be assigned.

- Prepare and type legal and administrative correspondence and documents
- Clearly and professionally communicate with clients, and, if necessary, opposing counsel, courts, agencies, and the general public
- Complete and generate court forms for filing
- Coordinate service of appropriate documents
- Maintain well organized legal files and accurate case statistics
- Timely entry of case and client information into legal database
- Provide other general administrative support as requested
- Assist walk-in clients or delivery/service personnel as needed
- Read, analyze, and interpret legal/business periodicals, professional journals, technical procedures, and regulations
- Write reports, business correspondence, and procedure manuals
- Effectively present information and respond to questions from advocates, managers, clients, and the general public

Competencies:

- Gather and analyze information skillfully; synthesize complex or diverse information
- Collect and research data
- Identify and resolve problems in a creative and timely manner
- Give and receive constructive feedback, listen in an honest and responsive manner, handle situations and conversations in a professional manner; treat clients, volunteers and co-workers with respect, patience and compassion
- Listen and seek clarification when needed; provide clear responses to questions;
- Write clearly and informatively; edit written communication for spelling, grammar and clarity as required

Qualifications:

- Experience with federal and state court systems, including online filing
- At least 5 years of law firm experience required, supporting multiple attorneys
- Thorough knowledge of legal terminology, court rules, and procedures (required)
- Minimum one to two years non-profit legal services experience (preferred)
- Bilingual and biliterate in both English and Spanish (required)
- MS Office and legal database (Prime; Lexis Nexis/Westlaw) proficiency

Personal Skills:

- Demonstrate an understanding and commitment to Bet Tzedek's mission of equal justice for all and Bet Tzedek's core values of leadership, community-based advocacy, and innovation

Education and/or Experience:

- Degree from legal secretary program, AA/AS and/or BA/BS or equivalent work/life experience (highly preferred)

How to apply:

- Email letter of interest, resume, salary requirements, and employment application to resume@bettzedek.org (subject: "Litigation Secretary"). ***Please, no phone calls.***

Note: This position is part of a special program created using designated funds. There is no assurance of ongoing funding or employment beyond the period for which the funds are obtained.

To best serve our communities, Bet Tzedek seeks diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.