

LEGAL SECRETARY

JOB DESCRIPTION



CLASSIFICATION: Litigation Secretary (Union Position)	SALARY: DOE/DOQ
DEPARTMENT: Legal	FLSA STATUS: Non-Exempt
REPORTS TO: Directing Attorney	

Summary: Provide legal administrative support to multiple attorneys working on complex litigation, including but not limited to, preparing legal correspondence; preparing court filings and discovery (complaints, answers, demurrers, interrogatories, etc.) from forms and drafts prepared by legal staff; formatting and filing documents in state and federal court, including e-filing; preparing materials for presentations and trainings; maintaining electronic and hard-copy case files; providing written and oral Spanish translation, including of legal terms and concepts; compiling project statistics; data entry; and other administrative duties (scanning, copying, word processing, opening and closing cases, conflicts checks). Also provide administrative support for pro bono programs.

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

- Prepare legal and administrative correspondence and documents
- Clearly and professionally communicate with clients, and, if necessary, opposing counsel, courts, agencies, and the general public
- Prepare, format, and file various documents in state and federal courts in California, including e-filing
- Coordinate service of legal 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
- Assist walk-in clients or delivery/service personnel as needed
- Effectively present information and respond to questions from advocates, managers, clients, and the general public
- Assist in preparation of presentations and training materials
- Open and close case files, perform conflicts checks
- Build and maintain spreadsheets and perform other data entry

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
- Strong organizational skills, including the ability to set priorities, juggle multiple tasks, and track details in a fast-paced, dynamic environment
- Keen attention to detail

- Handle confidential information appropriately, understand and respect the sensitive nature of information, and undertake this responsibility with great care

Qualifications:

- Bilingual and biliterate in both English and Spanish (required)
- Experience with filing in federal and state court systems in California, including e-filing (required)
- Thorough knowledge of legal terminology, court rules, court document formatting, and procedures in state and federal courts in California (required)
- Proficiency with MS Office and legal database (including Word; Power Point; Excel; Prime; Lexis Nexis/Westlaw) (required)
- Proficiency with Netdocs or other web-based document management system (preferred)
- At least 3-5 years of law firm or legal nonprofit experience required, supporting multiple attorneys (preferred)
- Knowledge of case citation formats in state and federal courts in California (preferred)

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 and resume 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.