

LEGAL SECRETARY – Preventing and Ending Homeless Project

CLASSIFICATION: Litigation Secretary, Union	SALARY: \$52,063+ DOQ
DEPARTMENT: Homelessness Prevention	FLSA STATUS: Non-Exempt
REPORTS TO: Directing Attorney	APPLICATION DEADLINE: Until Filled

For 45 years, Bet Tzedek Legal Services has provided high-quality, free legal services to Los Angeles' most vulnerable residents. The legal secretary will work within our Preventing and Ending Homelessness Project. The goal of the project is to provide comprehensive legal services to tenants and unhoused individuals and families. The legal secretary will provide critical administrative support to the attorneys and advocates. The legal secretary will be an important and valued member of our dynamic team.

ESSENTIAL DUTIES (OTHER DUTIES MAY BE ASSIGNED):

- Maintain legal files and timely enter case and client information into legal database.
- Data entry, scanning, copying, word processing, create and maintain spreadsheets, process case files, and other administrative duties.
- Clearly and professionally communicate with clients, and, if necessary, legal partners, opposing counsel, courts, agencies, and the general public.
- Prepare, format, e-file and coordinate service of process of various court documents.
- Provide other general administrative support as requested.

QUALIFICATIONS:

- Degree from legal secretary program, AA/AS and/or BA/BS or equivalent work/life experience (preferred).
- Proficiency with MS Office and legal database (including Word; Power Point; Excel; Lexis Nexis/Westlaw) (required).
- Proficiency with NetDocuments or other web-based document management system (preferred).
- Proficiency with case management systems (Kemp's PRIME, JusticeServer, LegalServer) (preferred).
- Spanish proficiency and ability to provide written and oral Spanish translation (required).
- At least two year of law firm or legal nonprofit experience (preferred).
- 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 (required).
- Demonstrate a commitment to diversity, equity, and inclusion (required).
- Comfortable working in a fast-pace environment

HOW TO APPLY:

- Email **letter of interest**, resume, and salary requirements to r_bettzedek.C1.918@applynow.io.
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.