

Legal Assistant Job Description

Reports To: Supervising Attorney for Investigators and Legal Assistants

Status: Non-exempt, Full-time

Summary: Responsible for attending meetings and managing administrative tasks of legal cases. These tasks generally include editing and preparing correspondence and legal documents, maintaining paper and electronic files, arranging client contact, correspondence, calendaring and general trial preparation and support. Each legal assistant supports two to three attorneys.

Essential Duties and Responsibilities include the following:

1. Open and prepares new cases following office intake procedures and meeting ethical guidelines for attorneys. Obtains information from DHS, juvenile court, family, police department, health practitioners and schools as appropriate to the case.
2. When directed, attend various meetings and conduct home visits. These meetings may include: client advocacy as directed by the attorney, note taking, driving to various locations around the state and compiling information gathered at meetings and home visits into YRJ data bases.
3. Prepares legal documents, including, but not limited to, subpoenas, motions, orders, affidavits, discovery requests and substitution motions, as requested by the attorney.
4. Conducts on-going case work, including, but not limited to, coordinating investigations process, arranging for interpreters/translators, obtaining information/status update on client, notifying parties of court dates and appointments, updating discovery as needed and trial preparation support. Makes OPDS expense requests. Documents all of the above and enters in the electronic case file.
5. Attends Citizen Review Board hearings, treatment reviews to represent the interests of the client, as requested by the attorney.
6. Schedules appointments, hearings and other meetings for attorneys in the appropriate calendar for the attorney.
7. Responds to clients in a manner that is professional, timely, and ethical at all times to best represent Youth, Rights & Justice.
8. Communicates information to clients in an ethical and professional manner. All legal questions need to be referred to an attorney.
9. Facilitates the delivery of legal documents via coordinating with others in the office or delivering documents.

10. Meets regularly with assigned attorneys to ensure cases are being handled in a manner that meets legal and ethical obligations.
11. Maintains an updated and accurate calendar for the LA and assigned attorneys according to current office policy.
12. Assist with office needs including but not limited to coverage for other legal assistants and office staff, as needed.
13. Develops community resources and contacts and positive working relationships with other professionals in the community.
14. Utilize various computer programs to enter, maintain and access case files, calendaring and other information as needed.
15. Performs other duties as assigned.

Skills:

Telephone Etiquette

Oral Communication Skills

Written Communication Skills

Legal Terminology

Interpersonal Skills

Organization

Planning

Proofreading and Grammatical Skills

Time Management

Basic Computer Skills

Desired Skill:

Bilingual in Spanish and English

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associates Degree in Paralegal Studies or at least five years of experience.

Certifications/Licenses:

Valid Driver's License, Automobile insurance coverage as required by state law, and a vehicle.

Language Ability:

Ability to read and interpret documents such as court reports, police reports and medical evaluations. Ability to write routine reports, legal documents and correspondence. Ability to speak articulately before groups to advocate for clients.

Math Ability:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear and occasionally use sense of smell. The employee is frequently required to sit and use hands and occasionally stand, walk and climb. The physical demands of the job vary on a daily basis and are determined by the location and accessibility of home visit sites. The employee may be exposed to unhygienic environments during the course of home visitations.

Compensation Rate: \$14.50 - \$18.00 an hour DOE

To Apply: Please send a cover letter and resume to jobs@youthrightsjustice.org by 5:00 pm PST on March 26, 2017. We will be reviewing applicant's resumes and cover letters as they are received.