



Free Civil Legal Aid

**TACOMAPROBONO**  
www.tacomaprobono.org

## **POSITION ANNOUNCEMENT**

Legal Secretary

<b>Job Title:</b>	Legal Secretary
<b>Application Deadline:</b>	Rolling Deadline
<b>Start Date:</b>	As Soon as Possible
<b>Salary &amp; Benefits:</b>	<ul style="list-style-type: none"><li>• \$23 per hour, 35 hours per week</li><li>• Health, vision and dental insurance</li><li>• Paid sick leave and personal time</li></ul>

### **Nature of Work**

- Answer phones and route calls
- Receive and direct visitors
- Provide excellent customer service
- Conduct client intakes
- Update and maintain client LegalServer profiles
- Assist clients with paperwork and documents
- Confirm clients prior to scheduled appointments
- Draft correspondence, process, and scan client documents, and perform other clerical work as needed
- Enter client data, including pro bono timekeeping, into LegalServer. Check data input for accuracy and archive data intake sheets

### **Weekly Tasks**

- Oversee office cleanliness including, as needed, vacuuming, dusting, disinfecting surfaces, and emptying trash and recycling
- Maintain a safe and clean office space, including reception desk, waiting area, kitchen, and clinic space
- Order and keep inventory of office supplies

### **As-Needed Tasks**

- Prepare for and facilitate on-site legal clinics
- Assist in the inventory and stocking of office supplies. Submit office supply orders and monitor supplies for office machines
- Perform administrative duties such as filing, making copies, data entry, and assisting with projects as directed by staff
- Receive interpreter requests, and track/confirm interpreter requests with service providers

- Work on special projects and perform other job-related duties as assigned
- Supplement training for non-attorney volunteers as needed per the direction of supervisory staff
- Interact with vendors

### **Physical Requirements**

The physical demands described above are representative of those required by an employee to successfully perform the essential functions. Ability to sit or stand for extended periods of time; interact with computer screens and manipulate essential computer components (i.e., mouse and keyboard). Mobility around the office, and abilities to bend/stoop, push/pull, and perform unassisted lifting consistent with the job duties are required.

### **To Apply**

To be considered for this position, please submit a letter of interest and resume to Ashley Duckworth, at [ashleyd@tacomaprobono.org](mailto:ashleyd@tacomaprobono.org).

### **Our Mission**

The mission of Tacomaprobono Community Lawyers is to combat systemic racism and other forms of discrimination by expanding access to civil legal justice. We provide free holistic legal services, including representation, advice, and education to those persons who by reason of poverty are unable to effectively access the legal system.

To further this mission, Tacomaprobono develops and manages a wide variety of service delivery programs, including ongoing cooperative work with other legal aid and social service providers.

Working collaboratively with these organizations, Tacomaprobono identifies and addresses legal need and barriers to access; makes volunteer, educational and support opportunities available to volunteer attorneys, paralegals and students in Pierce County; and works to remove barriers which deny justice to underserved and marginalized individuals and communities by providing efficient, effective legal services addressing both individual client legal issues and systemic issues affecting our diverse client population.

*Tacomaprobono Community Lawyers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, gender identity or expression, national origin, age, genetics, disability, or veteran status. In addition to federal law requirements, Tacomaprobono Community Lawyers complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*