

## **KING COUNTY BAR ASSOCIATION RECORDS PROJECT LEGAL ASSISTANT/PRO BONO SERVICES COORDINATOR**

### **MISSION**

The King County Bar Association promotes and supports a diverse and collegial membership; works with the judiciary to achieve excellence, equity, and accessibility in the administration of justice; and benefits the community through public service and engagement in public policy.

### **POSITION MISSION**

Reports to the Records Project Staff Attorney and Pro Bono Services Director. Provides administrative and legal support for the Records Project, which represents low-income individuals in vacating eligible criminal convictions primarily through volunteer attorneys. The position also provides assigned administrative support to the Pro Bono Services department.

### **KEY ACCOUNTABILITIES**

#### **Records Project Legal Assistant (75%)**

1. Conducts client intakes;
2. Inputs and manages client and case information on the LegalServer database;
3. Gathers records and other documents needed for each client's case;
4. Works with Records Project Staff Attorney to gather necessary reporting data for grant reports;
5. Assist Records Project Staff Attorney with training, case monitoring and quality control;
6. Other duties as assigned

#### **Pro Bono Services Coordinator (25%)**

1. Monitors volunteer applications; inputs volunteer information and refers volunteers to requested Pro Bono program;
2. Assists Pro Bono Services Director with grant reports and audits;
3. Responds to inquiries from clients, volunteers, members, and the public about pro bono programs;
4. Provides administrative support as requested from Pro Bono Services Director;
5. Updates and syncs LegalServer Database as needed; and
6. Other duties as assigned

### **WHO YOU ARE**

#### **A team player who has the following skills:**

1. A people person with strong communication skills and a positive attitude;
2. Solid organization skills and the ability to meet strict timelines;
3. Flexible and adept at multi-tasking;
4. Works collaboratively with others to meet the needs of clients and volunteers;
5. Working knowledge of MS Office including Excel;
6. Willingness to learn new technology/databases;
7. Understanding of the systems of oppression and how to actively promote anti-racism within this work.

**And who has the following education and experience:**

1. College degree or relevant life experience;
2. Experience working with volunteers;
3. Experience working with low-income, marginalized communities;
4. Prior experience working with grants and grant reporting preferred;
5. Knowledge of or experience with the criminal legal system preferred;
6. Demonstrated attention to detail and ability to track and consistently meet deadlines.

**ABOUT KCBA**

Founded in 1886, KCBA is a membership legal organization with over 4,000 attorney members, over 70 staff members and an annual budget of \$10,000,000. As a unionized workplace and an equal opportunity employer, KCBA is committed to upholding an equity and justice-based organizational environment for the public, the client communities it serves, its members, its Boards, its staff and its volunteers. This means the organization actively promotes mutual respect, acceptance, teamwork, and productivity among people who are diverse in work background; lived and professional experience; immigration status and citizenship; education; race and ethnicity; national origin; sexual orientation; age; indigenous group membership; religious preference; marital status; sensory, mental, and physical abilities; social class; gender identity; veteran status, as well as other differences relevant to equity and justice. The resulting diversity is both a source of organizational strength and a matter of fundamental human fairness.

Please note, one of KCBA’s programs supports attorneys working with parents and guardians of at risk children. As a result, certain convictions would make an applicant ineligible. The King County Bar Association requires all employees be fully vaccinated against COVID-19. To meet this requirement, all employees must provide proof of vaccination approved by the Center for Disease Control and Prevention (CDC). If you need a reasonable accommodation for the application process, have questions regarding eligibility, or have vaccination questions, contact Len Roden at [lenr@kcba.org](mailto:lenr@kcba.org).

**POSITION DETAILS**

This is a non-exempt, full-time position based in Seattle, WA that may require occasional local travel within King County. Salary range is \$50,000-\$53,000 annually based on years of relevant experience, with excellent benefits. Benefits include employer-paid healthcare, 401k plan with automatic employer contribution, subsidized transit pass, flexible spending account, professional development opportunities, paid vacation, sick leave, and more. **The position is currently primarily remote but some in-person meetings are required.**

**TO APPLY**

Priority will be given to those who apply by 5:00 p.m. March 15, 2024 via email. Make “Records Project/PBS Coordinator” your subject line and **send a letter of interest that addresses any lived or professional experience that would contribute to our advocacy and our commitment to anti-racism and equity**, resume, and three references to: [HR@kcba.org](mailto:HR@kcba.org).

Marwa Almasri  
DV Lead Legal Assistant

**KING COUNTY BAR**

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