



Neighborhood Legal Services
of Los Angeles County

JOB ANNOUNCEMENT: Legal Secretary May 2023

Join the Neighborhood Legal Services of Los Angeles County (NLSLA) and become part of an energetic team of advocates that provide a wide-range of legal services aimed to address issues that disproportionately impact the poor. These services include litigation, providing training and technical assistance, and community education.

NLSLA is seeking a Legal Secretary. The ideal candidate will perform a full range of legal secretarial and administrative duties, including answering phones, preparation of court forms, pleadings, correspondence, memoranda, reports and contractual documents.

- Position:** Legal Secretary
- Availability:** Availability is Immediate.
- Salary:** Salary range \$43,000- \$47,000- commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; flexible spending account (FSA) 125 plan; 403(b) with employer contribution, bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.
- Duties and Responsibilities:** Performing a full range of legal secretarial duties for multiple attorneys including preparation of correspondence, transcription, legal briefs, motions and discovery documents. Responsibilities also include court filing, maintaining calendar, filing and tickler systems including maintaining paperless systems. Must be familiar with court filings and rules. Litigation experience required. Complies with contractual requirements and ensures proper documentation and tracking of case file in accordance with program and grant requirements. Will work directly with program clients. Schedules meetings and coordinates special projects and events. Shares workload with other program secretaries. Will assist with reports, basic graphics, and other program needs.
- Qualifications:** A minimum of one-year legal secretarial experience required. Must have excellent computer skills with a solid knowledge of Windows environments and Microsoft Office Suite (Word, PowerPoint, and Excel). Good organizational and writing skills. Ability to work with minimal supervision and cooperatively; commitment to working with and on behalf of low-income persons.
- COVID-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered.

Neighborhood Legal Services of Los Angeles County | www.nlsla.org | Toll-Free Telephone: (800) 433-6251

GLENDALE OFFICE
Administrative Offices
1104 E. Chevy Chase Dr.
Glendale, CA 91205

EL MONTE OFFICE
3629 Santa Anita Ave.
#109
El Monte, CA 91731

PACOIMA OFFICE
13327 Van Nuys Blvd.
Pacoima, CA 91331

WELLNESS CENTER
Historic General Hospital
1200 N. State St., #1008
Los Angeles, CA 90033

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LEGAL SERVICES CORPORATION

About NLSLA:

Founded in 1965 as part of our nation's War on Poverty, Neighborhood Legal Services of Los Angeles County (NLSLA) is now one of the largest and most prominent public interest law firms in California. NLSLA provides free assistance to more than 115,000 low-income residents of Los Angeles County each year. The NLSLA staff of 180, including 80 attorneys, specialize in areas of the law that disproportionately impact low-income people, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, services for justice-involved adults and youth, education rights, clean slate initiatives, and employment and training.

Through a combination of individual representation, high impact litigation, and public policy advocacy, NLSLA's advocacy combats the immediate and long-lasting effects of poverty and expands access to health, opportunity and justice. NLSLA serves all of Los Angeles County with a special emphasis on the poverty communities of the San Fernando, San Gabriel, Pomona and Antelope Valleys, as well as the central county cities of Glendale, Burbank and Pasadena. In addition, NLSLA advocates are co-located in courthouses in Van Nuys, Lancaster, Chatsworth, Pomona, Pasadena, and Downtown LA; Hospitals and health centers in Sylmar, Van Nuys, North Hollywood and El Monte; and with social services providers in the Antelope Valley.

To apply:

Applicants should send a cover letter, resume, and writing sample to:

Human Resources
Neighborhood Legal Services of Los Angeles County
1102 E. Chevy Chase Drive
Glendale, CA 91205
Fax: (818) 291-1790 E-mail: employment@nlsla.org

NLSLA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at NLSLA are based on organizational needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by federal and CA state laws. NLSLA will not tolerate discrimination or harassment based on any of these characteristics. NLSLA provides equal benefits to employees with spouses and its employees with domestic partners.