



Legal Secretary- Stay Housed LA Program

NLSLA provides free assistance to more than 160,000 individuals and families a year through innovative projects that expand access to justice and address the most critical needs of people living in poverty throughout Los Angeles. We are a community of people who see the law as a powerful tool to fight for individual rights and social change. Our work aims to unravel entrenched disparities that have resulted from longstanding injustice, systemic racism, and institutionalized inequality.

As such, we know that a diverse mix of minds, backgrounds and experiences enhance our vision. This value is embodied within the diversity of our community offerings and among the colleagues that help enliven our culture. Cultivating an inclusive work environment that values a range of talent and ideas is a top priority for us. We enthusiastically encourage candidates of all backgrounds and abilities to apply.

ABOUT THIS POSITION:

Stay Housed L.A is a partnership between Los Angeles County, the City of Los Angeles and local community and legal service providers to implement a county-wide right to counsel program. Together, we provide the tenants of Los Angeles County with a range of services from providing legal information and resources and in some cases, providing representation in court eviction proceedings. The legal secretary position is a critical role on our team with duties that include calling clients, preparing court forms and pleadings, submitting e-filings, drafting and mailing correspondence and memoranda, coordinating depositions, ordering service of subpoenas, collecting compliance documents and tracking client data.

In this role, you would report to the Associate Supervising Attorney and a career path may result in future opportunities as a Senior Secretary. This position is non-exempt.

THIS POSITION MAY BE RIGHT FOR YOU IF:

- **YOU THRIVE IN A FAST-PACED ENVIRONMENT** and excel at moving through tasks and problem solving independently.
- **YOU ARE COMFORTABLE MULTI-TASKING** and maintain composure and productivity amongst competing priorities and responsibilities.
- **YOU KNOW THAT INTEGRITY MATTERS** and exhibit a strong adherence to ethical standards including, but not limited to, the ability to maintain confidentiality and fiduciary responsibility.

WHAT YOU CAN EXPECT TO DO IN THIS ROLE:

- 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.
- Complies with contractual requirements and ensures proper documentation and tracking of case files in accordance with program and grant requirements.
- Will work directly with program clients.
- Schedules meetings, depositions and coordinates special projects and events.
- Shares workload with other program secretaries.
- Will assist with reports and other program needs.

HOW YOU CAN STAND OUT:

For this role, the ideal candidate has

- Worked in a legal aid law firm.
- Litigation experience.

WHAT YOU'LL NEED ON DAY ONE:

- Minimum of one (1) year legal secretarial experience.
- Working knowledge of Microsoft Outlook, Word and Excel, business communication platforms, and web-based case management platforms.
- Passion for NLSLA mission and demonstrated commitment to advocating for the legal rights of low-income individuals.
- Passion, empathy, and compassion for supporting people from different lived experiences.

WHAT WE OFFER:

The salary range for this position is \$43,000-\$47,000.

Benefits include:

- 35-hour workweek with a hybrid schedule.
- 15 paid holidays per year
- 2 to 5 weeks of vacation per year depending on seniority.
- 12 days of sick leave per year.
- Medical, dental, and vision insurance; life and AD&D insurance; FSA; and EAP.
- A 403(b)-retirement plan with employer contributions.
- Monthly bilingual supplement.

Please [click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

Equal Employment Opportunity Policy

NLSLA is committed to provide a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination based on each and every characteristic protected under the law and beyond.

Decisions related to hiring, compensating, training, evaluating performance, promoting, or terminating are made fairly, and are based on job-related qualities and abilities. We provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.

We further expect every member of the NLSLA community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included, and is afforded the respect and dignity they deserve.