

**Legal Aid of Southeastern Pennsylvania
Job Announcement
Temporary Administrative Support Staff – Bristol (Bucks County), PA
(TEMPAD06292021)**

SUMMARY

Legal Aid of Southeastern PA (“LASP”) seeks an administrative support person for the Bristol Office to provide secretarial, clerical and administrative support to office personnel. This will be a temporary position through September 30, 2021, working 4 days (a maximum of 28 hours) each week. LASP serves low-income individuals from Bucks, Chester, Delaware, and Montgomery counties facing issues regarding housing, including landlord-tenant law and foreclosure, family law, protection from domestic violence, consumer, employment and public benefits. The Bristol Office serves Bucks County residents facing these issues. The administrative support person must be a team player, willing to handle a multitude of duties as needed. Strong Microsoft Word and Excel skills and experience with case management systems and bankruptcy software or an ability to quickly learn these and other computer skills is desirable. The support person must have the capacity to work both remotely and in-person in Bristol. The Support Staff will receive a salary commensurate with experience and LASP’s personnel policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Greet clients and guests;
2. Perform limited interviews with potential clients to determine eligibility;
3. Route incoming calls, pertinent information and papers to lawyers and other organization officials;
4. Manage the office calendar and assist in meeting deadlines;
5. Open new files, distribute assigned cases from the Helpline to advocates and send case intake documents to clients for signature;
6. Perform other clerical duties such as scheduling appointments, coordinating meetings, providing information to callers, taking dictation, composing and typing routine correspondence, making copies, scanning documents, picking up, sorting and routing incoming mail and preparing outgoing mail;
7. Maintain files of correspondence and legal documents in office filing system according to office policy;
8. Retrieve files for audits and other purposes as requested and prepare closed files for off-site storage;
9. Prepare legal papers and correspondence of a legal nature such as complaints, motions, and subpoenas from draft or dictated text under direction of attorney or paralegal;

10. Order and maintain supplies and arrange for equipment maintenance;
11. Abide by all professional and ethical standards of excellence and
12. Perform other duties as assigned or necessary for the effective operation of the office.

SUPERVISOR: Bristol Office Manager and Managing Attorney.

QUALIFICATIONS: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Demonstrated proficiency in computer technology, including Microsoft products (particularly Word and Excel), electronic mail, record and timekeeping software, routine database activity, word processing, spreadsheet, graphics, etc. Excellent communication, time management and organization skills. Spanish language fluency is desirable.

LASP is an equal opportunity employer and will not discriminate in the recruitment, selection, or advancement of employees on the basis of race, sex, color, national origin, creed, age, religion, marital status, physical handicap, political affiliation or on any other basis prohibited by law.

TO APPLY: Send resume and writing sample to Kesha James, Deputy Director for Advocacy at Legal Aid of Southeastern Pennsylvania by email to Hiring@lasp.org. Position will remain open until filled and will be filled quickly as funding for the position ends September 30, 2021.