Administrative Assistant - Harbor-UCLA Medical Legal Partnership

| CLASSIFICATION: Administrative Assistant I (Union) | SALARY: $53,293.88 - $78,982.22 (DOE/DOQ) |
| DEPARTMENT: Legal | FLSA STATUS: Non-exempt |
| REPORTS TO: Directing Attorney | APPLICATION DEADLINE: Until filled |

For nearly 50 years, Bet Tzedek Legal Services has provided high-quality, free legal services to Los Angeles’ most vulnerable residents. Today, delivery of those legal services requires innovation and partnership. Bet Tzedek’s Harbor-UCLA Medical Legal Partnership (MLP) embodies this reality. With legal staff co-located at the medical center, Bet Tzedek works in partnership with medical professionals to holistically address community members’ social determinants of health through legal advocacy. Bet Tzedek seeks an Administrative Assistant to provide general administrative support to attorneys and advocates assigned to the MLP and other programs as needed.

This position is eligible for Bet Tzedek Legal Services’ hybrid/remote workplace designation. At the discretion of the immediate supervisor, the employee will be required to work in the office or other locations to meet workload/business obligations. This requirement may be on a temporary or ongoing basis.

**ESSENTIAL DUTIES:**

- Maintain legal files and timely enter case and client information into legal database;
- Data entry, scanning, copying, word processing, create and maintain spreadsheets, process case files, and other administrative duties;
- Clearly and professionally communicate with clients, legal partners, hospital personnel, courts, agencies, and the general public;
- Maintain well organized electronic legal files and accurate case statistics;
- Assist with the administrative aspects of opening and closing files;
- Participate in MLP clinics, home-visits, and other client service or community outreach events;
- Provide other general administrative support as requested.
- Other duties may be assigned.

**QUALIFICATIONS:**

- AA/AS and/or BA/BS or equivalent work/life experience (required);
- Ability to work effectively with hospital personnel, staff, volunteers, students, attorneys, and community members (required);
- Spanish proficiency and ability to provide written and oral Spanish translation (required);
- Proficiency with MS Office and legal database (including Word; Power Point; Excel; Lexis Nexis/Westlaw) (required);
- Proficiency with NetDocuments or other web-based document management system (preferred);
- Proficiency with case management systems (Kemp’s PRIME, JusticeServer, LegalServer) (preferred)
- Self-motivated, takes initiative, ability to learn quickly (required);
- Ability to prioritize tasks, manage time, and meet deadline in a high-volume caseload environment (required);
• Ability to travel to clinic location(s) (required);
• Demonstrate an understanding and commitment to Bet Tzedek’s mission of equal justice for all and Bet Tzedek’s core values of leadership, community-based advocacy, and innovation (required);
• Demonstrate a commitment to diversity, equity, and inclusion (required).

**BENEFITS PACKAGE:**
Bet Tzedek offers an excellent benefits package in addition to competitive salaries. These benefits currently include:

• A generous number of paid holidays, vacation, and sick days annually.
• Personal and floating holidays.
• 18 weeks of paid parental leave (after 1 year of employment).
• Medical, dental, vision, chiropractic and acupuncture coverage for employees and dependents, with office visit co-pay reimbursement for HMO enrollees.
• Life/accidental death and dismemberment (AD&D) insurance, long-term disability insurance, and Employee Assistance Plan.
• Voluntary (employee-contributed) life/AD&D, accident, critical illness, hospital confinement, and pet insurance.
• Employee-contributed 401(k) plan.
• Employee-contributed 403(b) plan.
• Healthcare and childcare flexible spending accounts. Commuter transit and/or parking benefits

**HOW TO APPLY:**
• Email letter of interest and resume to: bettzedek.46.C37@applynow.io (subject: “Administrative Assistant – Harbor-UCLA MLP”). Please, no phone calls.

*Note: All positions are subject to funding; ongoing funding or employment cannot be assured.*

To best serve our communities Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.