

**Position:** ADMINISTRATIVE ASSISTANT/INTAKE SPECIALIST

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**Organization Description** The Public Law Center (PLC), Orange County's non-profit *pro bono* law firm, is committed to providing access to justice for low-income residents. Through volunteers and staff, PLC provides free civil legal services, including counseling, individual representation, community education, and strategic litigation and advocacy to challenge societal injustices. Now in its 35<sup>th</sup> year of service, PLC works with more than 1,400 volunteer lawyers, paralegals and law students from throughout the county who volunteer their time and expertise.

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- Duties and Responsibilities:**
- Provide administrative and organizational support in direct legal representation and community education under attorney supervision.
  - Conduct intake interviews of unrepresented people to facilitate the provision of educational materials, information and assistance regarding civil legal issues.
  - Perform general case management, prepare documents, and provide secretarial support, including but not limited to, filing of legal documents in state and federal court.
  - Engage in community education of clients and other advocates in clinical settings.
  - Assist with oral and written translation.
  - Flexibility to assist with a broad range of assignments/ projects.
  - Assist with grant related work, including but not limited to, data collection, entry and running reports.
  - Assist with phone coverage as needed.
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- Qualifications:**
- Self-motivated team player with excellent organizational, administrative, oral and written communication skills.
  - The ability to work collaboratively in a busy environment and with the public.
  - Experience working with community groups and people from under represented communities such as survivors of domestic violence, people with disabilities, persons from low income communities preferred.
  - Computer literacy in MS Word and the ability to learn other software programs required.
  - Bilingual in English/Spanish required.
  - High school diploma required; AA degree preferred.
  - Must have own transportation, valid California Driver's license and good driving record.
  - Occasional evening and weekend work may be required.
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- Salary & Benefits**
- Salary dependent on experience.
  - Competitive benefits provided
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Please submit Cover Letter, Resume, and References to: Grace Landa at [glanda@publiclawcenter.org](mailto:glanda@publiclawcenter.org)  
No phone calls. **APPLICATION DEADLINE: Open until Filled**

Public Law Center is an Equal Opportunity Employer.