

JOB ANNOUNCEMENT

Position	Full-time Legal Assistant –Consumer Law Unit
Organization Description	<p>The Public Law Center (PLC), Orange County's <i>pro bono</i> 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 37th 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.</p> <p>The Consumer Unit provides assistance in the following areas: Debt Collection Defense, Bankruptcy, Student Loans, Auto Fraud, Homeownership, Elder Abuse and general Civil Litigation.</p>
Qualifications	<ul style="list-style-type: none"> • Bilingual English/Spanish required • Demonstrated commitment to working with low-income communities • Excellent oral/written communication skills • Demonstrated history of team detailed oriented work with strong organizational skills and excellent interpersonal skills • Ability to manage multiple tasks and work independently • Must have own transportation, valid CA Driver's license, insurance and good driving record • Prior knowledge of Consumer Law preferred, but not required • Should have a desire to learn and expand your skills on a daily basis
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide administrative, clerical and other support to staff attorneys providing direct legal services • Manage intake process for all clients contacting the consumer unit for legal assistance; familiarize yourself with all services offered by PLC to provide holistic services • Provide services to low-income consumers under the supervision of PLC attorneys • Support pro bono attorneys and volunteers as needed, including translation and interpretation • Assist with periodic compilation of data related to grant funding • Represent PLC at legal networking and community outreach events • Full time position with occasional evening and weekend work required • Other duties as assigned
Salary & Benefits	<ul style="list-style-type: none"> • Rate of pay dependent on experience; range of \$14.00/hour to \$17.00/hour. Competitive benefits provided
	<p>Please submit resume, cover letter and writing sample (10 pages or less) to Grace Landa at: glanda@publiclawcenter.org. Please no phone calls.</p> <p>APPLICATION DEADLINE: Open until filled</p> <p>The Public Law Center is an Equal Opportunity Employer.</p>