

**JOB ANNOUNCEMENT**

<b>Position</b>	<b>Full-time Administrative Assistant – Immigration Unit</b>
<b>Organization Description</b>	The Public Law Center (PLC), Orange County's non-profit <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 37 <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.
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Self-motivated team player with excellent organizational, administrative, oral and written communication skills.</li> <li>• The ability to work collaboratively in a busy environment and with the public.</li> <li>• Experience working with community groups and people from under-represented communities such as survivors of violence, people with disabilities, and persons from low income communities preferred.</li> <li>• Computer literacy in MS Word and the ability to learn other software programs required.</li> <li>• Bilingual in English/Spanish required.</li> <li>• High school diploma required; AA degree preferred.</li> <li>• Must have own transportation, valid California Driver's license, insurance and good driving record.</li> <li>• Occasional evening and weekend work may be required.</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide administrative and organizational support through opening and closing case files, maintaining case files, and other secretarial support to legal staff and volunteer attorneys in direct legal representation and community education under attorney supervision.</li> <li>• Prepare mailings through pick up and delivery of mail to post office.</li> <li>• Maintain the immigration voice mail lines and handle referrals by scheduling appointments for legal staff.</li> <li>• Perform general case file management, prepare documents, and provide secretarial support, including but not limited to, data entry in case management system and filing of legal documents in state and federal court and with administrative agencies.</li> <li>• Help coordinate and assist in community education of clients and other advocates in clinical settings.</li> <li>• Assist with interpreting, translating and proofreading documents for PLC and volunteer attorneys.</li> <li>• Flexibility to assist with a broad range of assignments/projects.</li> <li>• Assist with grant-related work, including but not limited to, data collection, entry and running reports.</li> <li>• Assist with phone coverage as needed.</li> <li>• Other duties as assigned.</li> </ul>

<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"><li>• Rate of pay dependent on experience; range of \$14.00/hour to \$17.00/hour.</li><li>• Competitive benefits provided.</li></ul>
	<p>Please submit cover letter, resume and references to Grace Landa at: <a href="mailto:glanda@publiclawcenter.org">glanda@publiclawcenter.org</a>. Please no phone calls.</p> <p><b>APPLICATION DEADLINE:</b> Open until filled.</p> <p><b>The Public Law Center is an Equal Opportunity Employer.</b></p>