

JOB ANNOUNCEMENT

Position	Office Clerk – Full Time
Organization Description	<p>The Public Law Center (PLC) seeks an energetic, passionate office clerk to join our team in fighting for justice for low-income and self-represented litigants and entrepreneurs in Orange County through innovative, collaborative, community-centered lawyering to address inequities and support access to justice throughout PLC's projects.</p> <p>PLC provides high quality legal services to low-income residents and nonprofit organizations in Orange County. Legal issues include Consumer Law and Bankruptcy, Family Law, Immigration, Housing and Homelessness Prevention, Veterans, Health Law, and Transactional Law assistance. Clients apply for assistance from PLC in all of those areas through specialized phone lines, community and courthouse-based clinics, and through community partner referrals, where staff and volunteers screen clients for eligibility as well as substantive merit.</p>
Qualifications	<ul style="list-style-type: none"> • Self-motivated team player with excellent organizational and oral communication skills • Computer literacy in MS Word and Excel; the ability to learn other software programs required • Bilingual in English/Spanish required • High school diploma required • Must have own transportation, valid California Driver's License, insurance and good driving record • Must be fully vaccinated against COVID-19 unless the applicant has a valid medical reason for not being fully vaccinated or a sincerely held religious belief preventing vaccination • Occasional evening and weekend work may be required
Duties and Responsibilities	<ul style="list-style-type: none"> • Daily mail distribution and processing of outgoing mail • Keep copy room, file room, kitchen, office entry and parking lot areas clean & organized; keep file room, copy room and kitchen properly stocked with supplies • Move boxes weighing up to 25 lbs. and set up folding tables and chairs • Provide break, sick and vacation coverage for Receptionist • Assist Office Manager with administrative and organizational support
Salary & Benefits	<ul style="list-style-type: none"> • Compensation dependent on experience; range of \$18/hour to \$20/hour • Competitive benefits provided
	<p>Please submit resume and cover letter 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>