



## **Job Announcement** **Administrative Clerk–Full Time**

### **The Firm:**

Casa Cornelia Law Center is a public interest law firm providing quality *pro bono* legal services to victims of human and civil rights violations. Our primary commitment is to the indigent within the immigrant community in Southern California. The firm is governed by a Board of Directors and managed by a team of professionals led by the Executive Director.

### **The Department:**

The Programs Support Team provides necessary infrastructural support to the firm’s work in fulfilling its mission. Specifically, this team ensures that the staff and volunteers working at the firm are able to serve our clients effectively and efficiently.

### **The Position:**

The Administrative Clerk is charged with providing support to the legal programs by assisting in the maintenance of the electronic database (30%); supporting the reception functions (30%); processing applications for service (20%); setting up client physical files (10%); and processing daily mail (10%). The effective management of these functions is essential to delivering quality legal services.

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### **Primary Responsibilities:**

*Duties include but are not limited to:*

- a) Preparing source data for computer entry by compiling and sorting information;
- b) Processing client and case source documents or by reviewing data for deficiencies and resolving discrepancies by using standard procedures;
- c) Entering case data by inputting on keyboard or optical scanner according to applicable formats;
- d) Maintaining data entry requirements by following legal team program protocols;
- e) Verifying database integrity by following data audit protocols;
- f) Maintaining operations by following policies and procedures and recommending changes;
- g) Maintaining client confidence and protecting operations by keeping information confidential;
- h) Receiving applications for service forms, conducting conflict checks, and opening corresponding database records;
- i) Receiving and filing daily counts for detained children and opening corresponding database records;
- j) Preparing the initial physical file according to the needs of each legal program in a timely manner;
- k) Tracking and managing physical case files during the established retention period and destroying such files upon conclusion of the retention period;
- l) Assisting with reception functions (welcoming visitors by greeting them in person or on the telephone; answering or referring inquiries; and returning or forwarding voice mail ) during receptionist's lunch break and morning/afternoon breaks;

- m) Supporting the peripheral reception responsibilities (the telephone standard and vacation messaging system; postage meter; overnight correspondence website; and other tools as needed)
- n) Receiving and distribution of all non-legal mail;
- o) Receiving, scanning, and distribution of all legal mail;
- p) Contributing to team effort by accomplishing related results as needed; and,
- q) Assuming responsibility for administrative tasks as assigned.

**Accountability:** The employee reports to the Information Systems Administrator and meets with the Information Systems Administrator for regularly scheduled supervisory sessions.

**Qualifications:**

*The following are required for appointment to the position:*

- a) Bachelor's Degree; or Associate's Degree plus College-level coursework; or comparable work experience;
- b) A commitment to social justice and Casa Cornelia Law Center's mission; and,
- c) Strong written and spoken communication skills in English and Spanish

*Candidates for the position with the following additional qualifications will be given priority:*

- a) Experience providing direct customer/client service;
- b) Intermediate knowledge of Microsoft Word and Excel;
- c) Experience working with database systems and/or data entry; and,
- d) Experience working in a not-for-profit organization.

**Physical Requirements and Work Environment:**

Work is performed in a professional office setting with a moderate noise level; employee will regularly work at a computer station and operate electronic equipment with occasional driving for off-site responsibilities; employee will regularly communicate by email, telephone, and in-person with staff and other professionals; employee will occasionally lift, carry, and position objects weighing up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Work Schedule and Compensation:**

Work hours are full-time, 35 hours a week. The salary range for the position is \$15.00-17.00/hr., commensurate with experience. This position is eligible to receive paid benefits including medical, dental, vision, life, and long-term disability insurance. Additionally, the employee will qualify for retirement plan; paid and sick time off; and twelve paid holidays.

**To Apply:**

Please send your (1) cover letter of interest; (2) resume; and, (3) three professional references to [Applications@casacornelia.org](mailto:Applications@casacornelia.org).

**To learn more about Casa Cornelia, please visit [www.casacornelia.org](http://www.casacornelia.org).**

*Casa Cornelia Law Center provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.*