



CASA CORNELIA
LAW CENTER

Job Announcement
Administrative Clerk–Full Time

Casa Cornelia Law Center, (“CCLC”) is a public interest law firm serving San Diego County by providing quality pro bono legal services to victims of human and civil rights violations. CCLC has a primary commitment to the indigent within the immigrant community. Our programs include representation to those seeking asylum, abused and abandoned children, and immigrant victims of domestic violence, human trafficking and other serious crimes who are eligible under U.S. law for immigration relief. CCLC provides pro bono representation through support of volunteers, such as private attorneys, law students and interpreters/translators under the mentorship of CCLC staff attorneys.

JOB DESCRIPTION: The Administrative Clerk is charged with providing support in the organization and integrity of the electronic database, physical case files, and correspondence of Casa Cornelia. The effective maintenance and management of files, databases, and correspondence is essential to delivering quality legal services to CCLC’s clients. Additionally, the Administrative Clerk assists with reception, and other administrative tasks as appropriate and needed.

REQUIREMENTS: Candidates must have the following minimum experience and education: The Administrative Clerk must be detail-oriented, highly organized, able to analyze information, and to take direction. S/he must have the following:

- Advanced knowledge of Microsoft Word and Excel.
- Background in electronic case management software, such as ABACUS, preferred.
- Minimum of one year in data entry and/or have worked in an administrative capacity in an office setting.
- Bachelor’s Degree or Associate Degree/College-level coursework or comparable work experience.
- Strong keyboarding skills.
- Strong written and verbal communication skills in English and Spanish.
- Ability to complete time sensitive tasks and work independently as a member of a team.
- Strong interest and/or understanding in/of office systems in support of delivery of services is preferred.

Work hours are full time/35 hours a week. Hourly pay commensurate with experience, \$15-17/hr. This position is eligible to receive paid benefits including medical, vision, dental, life and long-term disability insurance, and retirement plan. Additionally, the selected candidate will qualify for paid and sick time off, twelve paid holidays, and a rewarding professional work environment.

APPLICATION DEADLINE: Applications will be accepted until the position is filled.

START DATE: Immediately.

TO APPLY: Email your (1) Cover Letter of Interest, (2) Resume and (3) Please provide three References to: Applications@CasaCornelia.org. Please see our website located at www.CasaCornelia.org to learn more about Casa Cornelia’s work.

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.