

JOB DESCRIPTION
LEGAL ADMINISTRATIVE ASSISTANT
(40 Hours)

GENERAL SUMMARY: WC&S is a comprehensive domestic violence program serving over 7,500 adult and child survivors of domestic violence annually & facilitating intervention groups to over 300 men who batter. All staff learn about and support the organization's mission, guiding principles, and values, as well as the tenets of Women's Center Business System (WCBS), and are sensitive to cultural and workplace harmony and infusing principles of Sanctuary (a model for providing trauma-informed care) into their daily interactions with clients and co-workers.

SUMMARY: Performs secretarial duties and administrative support functions for the Chief Legal Officer and the Legal Office (the Civil Law Project ("CLP") and the Legal Advocacy Department ("LAD")).

REPORTS TO: Chief Legal Officer

RESPONSIBILITIES:

- Performs secretarial duties and provides administrative support for the Chief Legal Officer and the Legal Office.
- Meets regularly with the Chief Legal Officer and the Legal Office to review, receive, and prioritize tasks related to the work done by these groups.
- Manages CLP's client file system, including conflict checks, screening assistance, and the opening and closing of files.
- Manages CLP's client database.
- Compiles and generates statistical reports for Chief Legal Officer and the Legal Office.
- Assists CLP with the filing of court documents as needed.
- Prepares and organizes training materials as needed.
- Schedules meetings for the Chief Legal Officer and Legal Office and maintains meeting agendas and minutes as needed.
- Maintains resource information, including legal forms, guides and publications for the Legal Office.
- Answers administrative telephone calls.
- Retrieves Legal Office mail from the designated post office boxes; opens and distributes mail, prepares outgoing mail and delivers to the post office as needed.
- Maintains postage machine and miscellaneous postage for the Legal Office.
- Orders and maintains general office supplies necessary for operations of the Legal Office.
- Manages and maintains necessary records for Legal Office petty cash.
- Assists in assuring that justice, autonomy, restoration, and safety ("JARS") is utilized in Legal Office activities.
- Participates in agency-wide meetings and trainings.
- Represents WC&S to the public.
- Performs other duties as assigned by supervisor.

QUALIFICATIONS:



- High school diploma
- Five years secretarial/office experience preferred
- Working knowledge of Microsoft Office, Outlook, Word, PowerPoint and Excel
- Ability to prioritize multiple tasks and meet deadlines
- Effective oral and written communication skills
- Ability to work independently and as a team member
- Sensitive to domestic violence and cultural diversity issues
- FBI and Act 33/34 clearances

Salary Grade A: \$27,536 - \$41,165

Non-Exempt Status

Starting salary commensurate with experience, plus excellent benefits.

Women's Center & Shelter is an equal opportunity employer and is committed to ensuring that both applicants and employees are treated without discrimination on the basis of race, color, gender identity expression, national origin, age, religion, disability status, sexual orientation/identity, citizenship status, veteran status, marital status or any other protected characteristic.

Nothing in this job description restricts management's right to assign and reassign duties and responsibilities to this job at any time.

Applicants must send a cover letter and resume to Sabrina Korbel at korbels@wcpittsburgh.org by May 24, 2019.