



**CENTRAL CALIFORNIA
LEGAL SERVICES**
JUSTICE. EQUITY. POWER.

**CENTRAL CALIFORNIA LEGAL SERVICES
JOB ANNOUNCEMENT
LEGAL SECRETARY**

WHO WE ARE: For over 50 years, Central California Legal Services (CCLS) has been representing and advocating for low income individuals in Merced, Tuolumne, Mariposa, Fresno, Tulare, and Kings Counties—a region where intense poverty exists side by side with unparalleled wealth and abundance. Our mission is to provide high quality no-cost civil legal services to low income individuals, families, and communities—improving the wellbeing of our Valley through systems-changing advocacy, client education, and legal work that meets individual clients’ immediate needs. We also work closely with agencies and community organizations that share our commitment to support our clients in being their own agents of change.

Under supervision of both the Volunteer Legal Services Program (VLSP) Supervising Attorney and the Director of Litigation & Advocacy (DoLA), the legal secretary will work to expand recruitment and use of volunteer attorneys enabling CCLS to increase the provision of high-quality services to clients, as well as to assist in providing training and education to CCLS advocates.

Position:	Legal Secretary for VLSP and DoLA
Experience:	Minimum 3 years of related experience preferred
Application Deadline:	November 19, 2019
Location:	Fresno Office
Term of Employment:	Full-time, Regular
Other:	FLSA Non-Exempt; Union Position

HOW TO APPLY: Please e-mail a cover letter, resume, and three professional references to:

Debra D. McKenzie
Director of Administration
Central California Legal Services
2115 Kern Street, Suite 200
Fresno, California 93721
dmckenzie@centralcallegal.org



2115 Kern Street, Suite 200, Fresno, CA 93721 • Phone: (559) 570-1200 • Toll Free: (800) 675-8001
1640 “N” Street, Suite 200, Merced, CA 95340 • Phone: (209) 723-5466 • Toll Free: (800) 464-3111
2025 W. Feemster Avenue, Visalia, CA 93277 • Phone: (559) 733-8770 • Toll Free: (800) 350-3654
www.centralcallegal.org

VOLUNTARY LEGAL SERVICES PROGRAM: The Voluntary Legal Services Program (VLSP), a project of CCLS, encourages private attorneys to donate legal services through its organized clinics, special projects, and direct client representation. VLSP provides case management, litigation support, training, and co-counseling for private-practice volunteer attorneys handling pro bono cases. VLSP serves clients in multiple areas of civil law consistent with CCLS program priorities.

DIRECTOR OF LITIGATION & ADVOCACY: The Director of Litigation & Advocacy (DoLA) is engaged with all CCLS advocates ensuring consistent access to, and completion of, relevant training for the continual improvement of the services delivered to CCLS clients. This includes maintenance of the office legal library, orientation training for new employees, creation of individualized training plans, responding to requests for specific training, assistance with training registration and logistical planning.

DUTIES:

- Provide project support to staff and core team members including a comprehensive program assessment and achievement of identified project goals;
- Assist with the identification and analysis of systemic issues through review of program data;
- Assist with pro bono case placement, case status updates, and volunteer time reporting;
- Communicate and interface with other staff advocates, pro bono attorneys and community partner groups;
- Contribute in identifying client groups, community-based organization, other service providers, pro bono attorneys and others for participation in the program, which may include being proactive in community outreach and educational events;
- Assist in collecting project data and the completion of periodic project reports;
- Maintain online research resources and office legal library by tracking inventory and updating resources in a timely manner;
- Assist staff with training registration, travel & lodging reservations, and per diem requests; and process for payment invoices and requests for reimbursement;
- Participate in all new employee orientations by providing an overview of programs and research tools;
- Maintain individualized training plans and associated budgets;
- Maintain all CCLS policies, procedures, and manuals related to training;
- Coordinate outreach events and legal clinics;
- Other duties as assigned.

QUALIFICATIONS:

- Demonstrate a genuine interest in the needs and legal rights of low-income people;
- Highly organized with strong interpersonal communication and writing skills;
- Ability to develop and foster cooperative and productive relationship with clients, staff, community groups, private attorneys and other key justice community stakeholders;
- Commitment to team work, with the ability to work independently to achieve project goals;
- Strong computer and database skills (Microsoft Office, Excel, Powerpoint) and the ability to learn case management software (Legal Server);
- Must understand and follow CCLS and grant project policies and procedures;
- Ability to conduct interviews, legal research, analytical reasoning ability and problem solving;
- Must work effectively with diverse groups of individuals and organizations including ability to provide leadership within a culturally diverse environment;
- Bilingual ability highly preferred (Spanish/English, Hmong/English);
- Reliable transportation, a valid CA Drivers' License with appropriate car insurance.

SALARY/BENEFITS: Salary Range DOE (\$30,498-\$50,964); benefits include medical, dental, vision, life, disability insurance coverage; employer contribution to 403(b) plan based on length of service; 14.5 paid holidays; generous vacation and sick leave policy; some professional dues paid by CCLS; if qualified, participation in the School Loan Reimbursement Assistance Program, and/or a Bilingual Supplement.

CCLS is an equal opportunity employer: we value equity, inclusion, and diversity, across all races, cultures, classes, ages, religions, gender identities and presentations, sexual orientations, body sizes, family structures, abilities, and all categories protected by law. We encourage all interested individuals to apply. This position is a non-exempt position and is covered under the Collective Bargaining Agreement.

POST DATE: 11/05/19