



August 10, 2020

ADMINISTRATIVE SECRETARY/LEGAL ASSISTANT (AS/LA)

GBLS is an Affirmative Action/Equal Opportunity/Accessible Employer and strives to ensure that our staff members reflect the diversity of the communities we serve.

Greater Boston Legal Services (GBLS) seeks a qualified candidate to fill an AS/LA position whose primary responsibility will be to work for the Boston University clinics (the Civil Litigation and Justice Program and the Immigrants' Rights and Human Trafficking Program).

The AS/LA will be responsible for performing a wide variety of administrative and legal assistant work in support of staff members to include, but not be limited to: coordinating the process of onboarding BU law students each semester (including coordination with BU administrative staff); training BU law students each semester in GBLS policies and procedures using the BU student manual; coordinating referrals to BU from other GBLS units and outside agencies; and composing letters, forms and routine legal documents.

Other responsibilities will include: assisting with booking interpreters and constables, and with court filings (usually in coordination with messenger services), working with both GBLS and BU case management databases (Legal Server and Clinic Cases), transcribing recordings including for FTR transcriptions, photocopying, preparing mail, providing administrative support to case handlers and students, conducting client intakes, answering phones, screening calls, scheduling appointments, organizing and maintaining filing and legal tickler systems, and performing related duties as described in the Administrative Secretary/Legal Assistant job description.

Requirements include:

- Facility and creativity with technology;
- Ability to troubleshoot with technology and teach it to faculty and students;
- Ability to work with law students;
- Strong computer and office system skills, including Microsoft applications, Zoom and SharePoint;
- Ability to type 55 wpm;
- Ability to handle a high volume of phone calls and take accurate messages;

- Ability to multi-task effectively;
- Excellent organization and communication skills given that students and faculty may be in multiple locations;
- Ability to work accurately under pressure, and ability to work in a team and individually; and
- Spanish fluency preferred.

At present due to COVID-19, most work will be handled remotely with limited work done in the office, requiring the ability to be able to work remotely effectively.

Salary is based on a union scale with annual raises. GBLS offers a generous benefits package including low cost health insurance, retirement contribution, paid time off, and ongoing professional development opportunities. Interested candidates should submit letter of interest and resume to Sonia Marquez, Director of Human Resources via email at jobs@gbls.org. Please refer to **Job Code: BU-ASLA** when applying for this position. Application **deadline is August 23, 2020**, although applicants will be considered on a rolling basis until position is filled. ***GBLS encourages applicants from a broad range of backgrounds and experiences.***