



August 24, 2020

**ADMINISTRATIVE SECRETARY/LEGAL ASSISTANT  
(AS/LA)**

**Family Law Unit**

***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 immediately fill an Administrative Secretary/Legal Assistant (AS/LA) position whose primary responsibility will be to support the work of the Family Law Unit at Greater Boston Legal Services. The Family Law Unit clients are victims and survivors of domestic abuse with contested custody matters in the Probate and Family Court.

The AS/LA is responsible for performing a wide variety of administrative/legal assistant work in support of staff members and the smooth functioning of the Unit. This work includes but is not limited to:

- welcoming, screening and referring potential clients (callers and walk-ins);
- conducting client intakes;
- opening and closing cases (both physical files and electronic input);
- inputting data into the GBLS case management database;
- photocopying, scanning and organizing files on behalf of Unit staff;
- arranging for interpreters for interviews and court appearances;
- preparing legal documents, forms, and related materials,(including: pleadings, briefs, motions, etc.); composing letters, forms and routine legal documents; organizing relevant material for use in legal proceedings;
- responding to staff requests for secretarial support not enumerated here;
- ordering hearing tapes and transcriptions;
- preparing and transmitting summons and complaints to process servers;
- orienting and training law student interns on unit protocols and office technology;
- utilizing GBLS' case management data base in order to enter case data, assist in preparing grant reports and conduct conflict checks;
- interpretation and translation as needed;
- preparing and/or organizing case related documents;
- managing unit time sheets;
- managing petty cash and cash receipts;
- other duties as requested by unit staff and as described in the AS/LA job description.

The qualified applicant will have the ability to take independent initiative and to work collaboratively as part of a team; ability to maintain confidentiality; strong organizational and interpersonal skills; ability to work well under stress; excellent verbal and written communication skills including the ability to proofread with a high degree of accuracy; and experience working in an office environment. Candidates must have

excellent computer and office systems skills, including documented proficiency in Microsoft applications, such as Microsoft Office 365, Word, Excel and Outlook; a positive approach and commitment to continuous learning of new technologies; and the ability to type a minimum of 55 wpm. **Oral and written fluency in Spanish is preferred.** Sensitivity to the circumstances of survivors and victims of domestic abuse a plus.

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](mailto:jobs@gbls.org). Please refer to **Job Code: FLU-AS/LA** when applying for this position. Application **deadline: September 6, 2020** or until position is filled. **GBLS encourages applicants from a broad range of backgrounds and experiences.**