



January 7, 2021

**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.

- Oral and written fluency in Spanish, or another language other than English spoken by our client population, is preferred.

This work includes but is not limited to:

Client Interaction

- welcoming, screening and referring potential clients (callers and walk-ins) in consultation with advocates;
- completing client intake forms;

Data Management

- accurately inputting client data into the GBLS case management database;
- using the database to complete “conflict checks” to see if there are potential client conflicts for new clients;
- ensuring all steps of checklist to open and close cases and store client data are completed
- managing unit timesheets, reimbursement requests, and receipts;

Office Tasks (subject to adjustment for remote or hybrid work)

- photocopying, scanning and organizing files as needed;
- arranging for interpreters, service of legal papers, and recordings/transcriptions;
- composing short client letters, filling out routine legal forms;
- orienting and training law student interns on unit protocols;

- interpretation and translation as needed;

The qualified applicant will possess:

- the ability to take independent initiative as well as to work collaboratively as part of a team;
- the ability to maintain confidentiality and to work well under stress;
- sensitivity to the circumstances of survivors and victims of domestic abuse;
- strong organizational and interpersonal skills;
- excellent verbal and written communication skills including the ability to proofread with a high degree of accuracy;
- experience working in an office environment;
- excellent computer and office systems skills, including documented proficiency in Microsoft applications, such as Microsoft Office 365, Word, Excel and Outlook;
- the ability to work remotely effectively, as at present due to COVID-19, most work will be handled remotely with limited work done in the office;
- and the ability to type a minimum of 55 wpm.

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: FLU-AS/LA** when applying for this position. **Application deadline: January 20, 2021** or until position is filled.

GBLS encourages applicants from a broad range of backgrounds and experiences.