



JOB ADVERTISEMENT FOR BILINGUAL OFFICE COORDINATOR

Children's Legal Services of San Diego, Inc. (CLSSD) is a nonprofit public benefit corporation, which advocates for children and youth who are the subject of abuse and neglect proceedings in the San Diego County juvenile dependency court system. CLSSD is dedicated to high quality, comprehensive legal representation that advocates for children and their voices to be heard in court room. Our firm is court-appointed to represent both minors and non-minor dependents in Juvenile Dependency Court within and out San Diego County.

CLSSD, located in the Kearny Mesa area of San Diego, is currently seeking a Full-Time (40 hours/week) Bilingual Office Coordinator. The Office Coordinator will ensure the smooth and efficient running of the day-to-day operations of the firm by performing the following tasks:

- Responsible for the day-to-day office functions and communications including: ensuring that faxes, mail, court calendars, timesheets and phone calls are distributed appropriately and timely
- Ensure that supplies and other necessities of office functioning are maintained and ordered and received timely and appropriately
- Answer telephones, respond to telephone requests for information, and assist attorneys in obtaining information from telephone callers
- Troubleshoot malfunctioning copier/fax/printers machines, work with vendors to solve problems with office equipment and/or technology
- Assist attorneys with interpretation for non-English speaking clients and caretakers and / or translate letters
- Ensure that all office forms are stocked/available for staff. Update relevant documents (including time sheets, state bar information, home/cell rosters)
- Organize and maintain paper and electronic files
- Assist with caseload transfers including the maintenance of accurate and thorough records regarding transferred cases between firms
- Organize and track attorney attendance at MCLE trainings, photocopy and distribute materials and attendance certificates trainings
- Assist new hires in becoming comfortable with office equipment
- Train new hires on office procedures, and provide ongoing training to staff with the approval of the firm director
- Attend and participate in training sessions
- Possess full competence using the JCATS case management system
- Open case files, enter information into CLS database, prepare introduction letters and label files
- Scan documents to be uploaded into database or to be sent electronically
- Update CLS database with current placement and other information
- Collaborate with attorney to close case files: label closed files with barcodes, make notations for each closed files in CLS database, track closed cases and scan the files
- Prepare closed files to be sent to archives: Box files and label box with barcode. Create Excel worksheet with list of each file and barcode number of files to be sent to Records



- Assist with filing of minute orders and other paperwork as requested by the firm Managing Attorney
- Prepare subpoenas, restraining orders, juvenile dependency motions, custody orders, educational needs forms and other documents as directed by the attorneys
- Complete time sheets on a daily basis, send reminder emails as needed. Compile timesheet as needed for pay periods
- Assist with travel arrangements
- Assist in e-filing appellate paperwork and tracking writs/appeals within the office
- Performs additional duties as requested by the firm Managing Attorney, Operations Manager, or Executive Director

Minimum Qualifications

- Ability to speak and write in Spanish fluently is required.
- Must have a minimum of three years of administrative assistant experience in a fast-paced environment
- High school diploma required
- Must have knowledge of Microsoft Word, Excel and Outlook
- Excellent typing, filing, proofreading, and organization skills
- Must be able to maintain high standards of ethical conduct, and gain the trust and respect of both management and staff
- Ability to be professional, patient, and understanding when taking telephone calls from clients.
- Possess good problem solving skills and take initiative to implement solutions
- Possess good communication skills, both written and verbal
- Possessing a pleasant demeanor in the office and knowing how to communicate effectively with colleagues
- Must have a team player attitude and willingness to help out

PLEASE SUBMIT COVER LETTER AND RESUME TO JOELLEL@CLSSANDIEGO.ORG.

Salary Range is \$15 - \$18 per hour and benefits available.

Children's Legal Services of San Diego, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, disability, medical condition, age, or gender identity, or any other characteristic protected by law.