



JOB ADVERTISEMENT FOR FULL-TIME 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. Our firms are court-appointed to represent both minors and non-minor dependents in Juvenile Dependency Courts in San Diego County. At CLS, diversity, in the fullest sense of the word, which includes not only race and ethnicity, but also gender, sexual orientation, age, lifestyle, and abilities, is valued.

CLSSD, located in the Kearny Mesa area of San Diego, is currently seeking a Full-Time Office Coordinator. The Office Coordinator will ensure the smooth and efficient running of the firm and administrative operations by performing the following tasks:

Administrative:

- Responsible for the day-to-day office functions and communications including, ensuring that mail and phone calls are distributed appropriately and timely
- Answer telephones, respond to telephone requests for information, and assist attorneys in obtaining information from telephone callers
- Ensure that supplies and other necessities of office functioning are maintained, ordered and received
- Troubleshoot malfunctioning copier/fax/printers machines, work with vendors to solve problems with office equipment and/or technology
- Assist with building maintenance issues
- Assist with onboarding of new hires; train new hires on office procedures
- Attend and participate in training sessions and staff meetings
- Assist with trainings and/or travel arrangements

Legal Support

- Open case files, enter information in CLS database, send firm conflict check email, prepare and send introduction letters and assemble files
- Collaborate with attorney to close case files, including downloading and reviewing final documents, track closed cases and scan the files
- Oversee Change of Placement process including updating database and client communication
- Scan documents to be uploaded into database or to be sent electronically
- File minute orders, case documents and other paperwork; assist in preparation of legal paperwork
- 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
- Possess full competence using the JCATS case management system and prepare reports for management
- Performs additional duties as requested by Firm Managers, Operations Manager, or Executive Director



Minimum Qualifications

- Must have a minimum of three years of administrative assistant experience in a fast-paced environment
- High school diploma required
- Must have proficiency in Microsoft Word, Excel and Outlook
- Excellent attention to detail 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
- Ability to communicate, or desire for continuing education, in a trauma-informed and culturally appropriate manner with persons of diverse backgrounds, including race, ethnicity, SOGIE, socioeconomic status, culture, etc.
- 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
- Ability to speak Spanish preferred
- Previous experience working at a law firm a plus
- Must have a team player attitude and willingness to help out

Salary range: \$17.00 - \$19.00 per hour. Full benefits package.

**TO APPLY, PLEASE SUBMIT COVER LETTER AND RESUME VIA EMAIL TO
JOELLEL@CLSSANDIEGO.ORG.**

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.