



June 30, 2020

**PLEASE POST
Internal/External Posting**

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

Cambridge and Somerville Legal Services

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 AS/LA position whose primary responsibility will be to support the work of the Cambridge and Somerville Legal Services (CASLS) office. CASLS is a small supportive neighborhood office with a strong track record of success in the low income and immigrant communities we serve.

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

- welcoming, screening and referring potential clients (callers and walk-ins);
- conducting client intakes;
- supervising and training volunteer senior aide receptionists (when available);
- conducting orientations and training student interns, volunteers, and any new staff on office procedures;
- utilizing GBLS' case management data base in order to enter case data, assist in preparing grant reports and conduct conflict checks;
- scheduling interpreters for staff, as well as interpreting and translating as needed;
- preparing and/or organizing case related documents.

Other administrative responsibilities will include tasks such as filing closed cases and organizing files; ordering and organizing office supplies; maintaining and reporting on client trust accounts, petty cash, and cash receipts; preparing time sheets; and performing related duties as described in the AS/LA job description.

Requirements include Ability to take independent initiative and also 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. In addition, 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. **Spanish fluency required.**

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: CASLS-ASLA** when applying for this position. Application deadline: July 13, 2020 or until position is filled. **GBLS encourages applicants from a broad range of backgrounds and experiences.**