



JOB ADVERTISEMENT FOR PART-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 CLSSD, 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 Part-Time (30-35 hours/week) Office Coordinator. The Office Coordinator will ensure the smooth and efficient running of firm and administrative operations by performing the following tasks:

Administrative:

- Responsible for the day-to-day office functions and communications including: ensuring that faxes, mail, minute orders and phone calls are distributed appropriately and timely
- Ensure that supplies and other necessities of office functioning are maintained, ordered and received
- Review and submit monthly team members mileage and expense reimbursements
- 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 with building maintenance issues
- Assist with onboarding of new hires; train new hires on office procedures, and provide ongoing training to staff with the approval of the firm director
- Provide administrative support to the Managing Attorney, including scheduling, calendar management, meeting coordination, and other administrative tasks as needed
- Attend and participate in training sessions and staff meetings
- Assist with trainings and/or travel arrangements
- Ability to work independently, exercise sound judgment, and take initiative while recognizing when a matter requires guidance or escalation

Legal Support

- Open case files, including open case in case management system, assist with conflict checks, track firm conflict polls, and prepare and send introduction letters
- Collaborate with attorney to close case files, including download and upload final documents
- Oversee client communication, including Change of Placement process and prepare and send all client letters
- Scan documents to be uploaded into database or to be sent electronically
- Upload and file 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



- Possess full competence using the JCATS case management system and prepare reports for management
- Ability to maintain strict confidentiality and appropriately safeguard sensitive client, case, personnel, and firm information
- Ability to accurately enter, update, organize, and retrieve case and administrative information in case management and other electronic systems
- Ability to identify discrepancies or missing information and take appropriate steps to resolve or escalate issues
- If bilingual, assist investigators and attorneys with calls to Spanish-Speaking caregivers and clients
- Performs additional duties as requested by Firm Managers, Operations Manager, or Executive Director

Minimum Qualifications

- Must have a minimum of two years of administrative assistant experience in a fast-paced environment; flexibility and adaptability are valued
- High school diploma required
- Must have knowledge of 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
- Able to work collaboratively with colleagues and communicate effectively to support team goals
- 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: \$22.00 - \$29.87 per hour. Full benefits package.

**TO APPLY, PLEASE SUBMIT COVER LETTER AND RESUME VIA EMAIL TO
CAROL.LEON@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.