

## **COLUMBIA LEGAL SERVICES (CLS)**

### **Bi-Lingual Legal Assistant Kennewick, WA**

The Legal Assistant for a CLS office supports all aspects of advocacy and office administration, and contributes to CLS' efforts to meet our clients' civil legal needs and fulfill our mission. The Legal Assistant works closely with other support staff under the supervision of the Managing Attorney. The Legal Assistant will receive training and assume increasing responsibility for complex litigation support, outreach and other advocacy-related activities. The work is challenging, and is addressed in a collegial atmosphere that emphasizes teamwork, flexibility and mutual accountability. All staff members are expected to strive to understand the values, cultures, and concerns of the client communities we serve.

**Basic Responsibilities.** At a minimum, the legal assistant will work on the following set of tasks.

- Assist with preparing legal pleadings and correspondence
- Maintain electronic and hard-copy files, organize documents and enter data
- Distribute information by mail, fax and e-mail
- Communicate effectively orally and in writing with clients, community agencies and organizations\*
- Organize meetings, trainings and conference calls
- Provide general office/administrative support

\*Bi-lingual staff members must also provide effective and accurate translation and interpretation (written and oral) assistance as part of the office team.

**Advanced Responsibilities.** With guidance and training from CLS and the Managing Attorney, the Legal Assistant will be expected to become proficient with the following advanced tasks.

- Draft standard legal documents and correspondence
- Support complex litigation in state and federal courts, including managing voluminous discovery files and providing trial support
- Intensive fact development including research and client/witness interviews
- Basic legal research, cite-checking and internet research
- Assist with publicity and community outreach/organizing
- Analyze and summarize various data

### **Qualifications**

- Commitment to civil legal services and sensitivity to people from diverse backgrounds
- Legal secretary with excellent office and organizational skills
- Comfortable with technology and willing to learning new software programs, and knowledge of Microsoft Office applications such as Word, Outlook, and Excel
- Ability to work independently while participating as an effective member of the office team
- Willingness to expand skills and responsibilities, and participate in community outreach
- Must be proficient in Spanish and English

**Position:** Full-time. Salary range \$2,171 -\$4,095.00 per month, DOE. Excellent medical/dental/vision benefits. Generous holiday, sick, and vacation leave. Position will remain open until filled.

**Please submit resume, letter of interest, and list of references by e-mail or regular mail to**

**Aurora Martin**  
Columbia Legal Services  
101 Yesler Way, Suite 300 Seattle  
Washington 98104  
[jobs@columbialegal.org](mailto:jobs@columbialegal.org)

**Program Policy:** Columbia Legal Services is committed to a policy of pluralism and equal opportunity in an environment free of barriers and discriminatory practices for its client communities, Board and staff. Pluralism refers to the active promotion of mutual respect, acceptance, teamwork and productivity among people who are diverse in work background, experience, education, race, color, national origin, sex, age, religious preference, marital status, sexual orientation, sensory, mental and physical abilities, veteran status, or any other perceived differences. The resulting diversity is both a source of program strength and a matter of fundamental human fairness.