



Working for Justice Since 1967

Columbia Legal Services advocates for people who face injustice and poverty. We seek to achieve social and economic justice for all, using policy reform, litigation, and innovative partnerships to reveal and end actions that harm the communities we serve.

columbialegal.org

Employment Opportunity

Bilingual Legal Assistant Institutions Project, Seattle

Program Description

For many years, Columbia Legal Services has represented some of the most marginalized people in our community. We use every legal tool available on their behalf. Our role to serve people and use advocacy that might otherwise not be available makes our work an integral part of the Washington Alliance for Equal Justice. Our vision of justice is when people have the necessary tools and opportunity to achieve social and economic justice, a more equitable and inclusive society is possible. Through large-scale litigation, policy reform, and innovative partnerships, our lawyers and staff work in furtherance of our mission. The ideal candidate for any position at Columbia Legal Services will be able to articulate their role in the achievement of that vision.

Position

Columbia Legal Services seeks a personable, committed, hardworking, and organized full-time legal assistant to join our Institutions Project to support all aspects of advocacy and office administration, and contribute to our efforts to meet our clients' civil legal needs and fulfill our mission. The Legal Assistant works under the direction of the Directing Attorney, and supports a team of four attorneys. The Legal Assistant will assume responsibility for complex litigation support and other advocacy-related activities, and will also support the administrative and advocacy-related needs of the Seattle office. CLS offices have 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.

Responsibilities

The Legal Assistant is expected to proficiently:

- Assist with preparing pleadings, correspondence and other needed documents, and perform other legal assistant tasks as needed.
- Answering frequent incoming calls from our prison intake line and managing a high volume of prison intake correspondence
- Maintain electronic and hard-copy files, organize documents and enter data.
- Distribute information by mail, fax and e-mail, manage calendars for staff attorneys, and prepare attorneys for meetings, presentations, testimony, and court appearances.
- Communicate effectively orally and in writing with clients, community agencies and organizations, and government agencies.
- Organize meetings, trainings and conference calls.
- Conduct general research on the internet and in libraries, etc.
- Provide general office/administrative support.
- Support complex litigation in state and federal courts, including managing voluminous discovery files and providing trial support.

- Organize large amounts of documents and data, prepare charts, one-pagers, and presentations in support of advocacy.

Qualifications

- Bilingual (English/Spanish)
- Commitment to civil legal services and sensitivity to people from diverse backgrounds - all staff members are expected to strive to understand the values, cultures, and concerns of the client communities we serve.
- Comfortable with technology and willing to learn new software programs; knowledge of Microsoft Office applications such as Word, Outlook, and Excel. Experience with eDiscovery tools such as Concordance and CaseMap a plus.
- 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.
- Excellent communication and interpersonal skills (oral and written).
- Ability to establish effective working relationships with a variety of individuals including members of various internal departments, co-counsel, and partner organizations.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Compensation

This is a full-time (35 hours a week) position. Full medical/dental/vision benefits. Generous holiday, sick, and vacation leave and opportunities for advancement. Salary begins at \$36,000 and increases around \$1,000 per year of experience.

Applications

Position is open until filled. **If e-mailed, please make Institutions Project Bilingual Legal Assistant your subject line. Please send your letter of interest, resume and references to:**

Trisa Kern, Director of Program Administration
Columbia Legal Services
101 Yesler Way Suite 300
Seattle, Washington, 98104
Or email them to:
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. If you need a reasonable accommodation for the application process, contact Amanda Buse at 206-464-1122 or jobs@columbialegal.org.