

Legal Intake Assistant

Temporary, Part time
Seattle, Washington

Who We Are

Columbia Legal Services is a legal advocacy organization that advances social, economic, and racial equity for people living in poverty. We hold government agencies, institutions, and other actors accountable to address the root causes of racism and their manifestation in unfair treatment and inequitable access to resources, power, and opportunities based on race. We focus on dismantling unfair systems of mass incarceration and immigration. We believe that communities should have a voice in the creation and implementation of the policies, laws, and legal systems that impact them.

We are committed to an environment of mutual respect, collaboration, and equal opportunity for all employees, and strongly encourage applications from people of color, immigrants, people who have been affected by mass incarceration, and other underrepresented and historically marginalized groups. We believe in building and sustaining an organization that is reflective of the communities we serve, and is diverse in work background, experience, education, race, color, national origin, sex, age, religion, marital status, veteran status, sexual orientation, gender identity, ancestry, national origin, or sensory, mental and physical abilities. We believe that the resulting diversity is both a source of program strength and a matter of fundamental human fairness.

Position Summary

Columbia Legal Services seeks a temporary, part-time Legal Intake Assistant to join our Advocacy Department for 21 hours (3 days) per week until December 18, 2020. This position supports our Ending Mass Incarceration work in meeting our clients' civil legal needs and fulfilling our mission. It is a responsive position, created by an increase in COVID-related legal intake from jails and prisons throughout the State. CLS offices have a collegial atmosphere that emphasizes teamwork, flexibility, and mutual accountability. This position is based in our Seattle office and reports to an Assistant Deputy Director of Advocacy.

Due to COVID-19, CLS staff are working from home, with few exceptions. This role will be primarily conducted from home, however, it will require one trip to the office per week to check, open, and scan mail. All COVID-19 recommended precautions will be supported, and time in the office will have little-to-no overlap with other staff members for the time being. As return-to-work phases shift through the State, work onsite may shift, but is expected to remain mostly offsite for the duration of this position. Full duties include:

- Processing incoming legal mail at our Seattle office
 - Checking mail in-person.
 - Opening, scanning, organizing, filing.
 - Collaborate with paralegal and legal assistant and coordinating responses when applicable.
 - Tracking and filing documents and correspondence.

- Managing collect call phone lines
 - Monitor and answer collect call line.
 - Schedule legal calls for attorneys by coordinating attorney schedules, inmate availability, and facility restrictions.
 - Provide referrals for callers when appropriate.

Qualifications

- Excellent communication and interpersonal skills (oral and written).
- Working knowledge of and/or lived experience interacting with jails and prisons.
- Ability to work independently and an ability to work across offices using Microsoft Office 365 online, Adobe Acrobat, and email.
- Ability to coordinate multiple projects at the same time.
1-year of direct client service experience preferred.
- Bilingual skills in Spanish/English are a plus (additional \$36/month).

Compensation

This is a temporary, hourly (non-exempt) 21 hour (3 day) a week position. This position is currently expected to end on December 18th, 2020 and will not become a full-time position. Compensation for this position is \$15 - \$20 per hour depending on experience, and it is not eligible for representation by Washington Legal Workers, our in-house labor union. We do not offer any paid benefits for this position, with the exception of one hour of paid sick leave for every 40 hours worked.

To Apply

Send a resume in PDF format to careers@columbialegal.org and make **Intake Assistant** your subject line. We accept applications on a rolling basis, with priority given to those received before July 24, 2020. CLS will contact you only if we decide to pursue your application. If you need a reasonable accommodation for the application process, please contact the above email.