

Legal Intake Assistant

Temporary, Part time
Seattle, Washington

Who We Are

Columbia Legal Services (CLS) is a civil legal aid organization that advances social, economic, and racial equity for people living in poverty. We support communities and movements by bringing deep legal expertise that is grounded in – and strongly guided by – an understanding of race equity. We seek systemic solutions by bringing class action lawsuits, using cutting edge legal theories, engaging in policy advocacy, and supporting communities in building their own power. We have a special responsibility to serve people whose access to free legal services is restricted, due to institutionalized or immigration status.

At CLS we seek for our team to reflect our organizational values of community, race equity, and justice. This includes hiring staff with connection to the communities we serve, where feasible, and a commitment to strive for justice and equity in our hiring practices and in our staff culture.

Position Summary

Columbia Legal Services seeks a temporary, part-time Legal Intake Assistant for 21 hours (3 days) per week. This position supports our Ending Mass Incarceration work in meeting our clients' civil legal needs and fulfilling our mission. CLS offices have a collegial atmosphere that emphasizes teamwork, flexibility, and mutual accountability. This position is based in our Seattle office and reports to a Deputy Director of Advocacy.

Due to the COVID-19 pandemic, most CLS staff have primarily been working remotely. This role will require at least one trip to the office per week to check, open, and scan mail.

Full duties include:

- Processing incoming legal mail from prisons and jails at our Seattle office, including the following:
 - Checking and processing mail in-person (opening, scanning, forwarding, organizing, and/or filing mail).
 - Collaborating with other CLS staff to coordinate responses to correspondence when applicable.
 - Tracking and filing documents and correspondence.

- Managing collect call phone lines from prisons and jails, including the following:
 - Monitoring and answering collect call lines for people in prisons and jails.
 - Coordinating with other CLS support staff to schedule legal calls with attorneys and other advocates for people in prison or jails by coordinating staff schedules, client availability, and facility restrictions.
 - Providing referrals for callers when appropriate.

Qualifications

- Excellent communication and interpersonal skills (oral and written).
- Working knowledge of and/or lived experience with jails and prisons.
- Some experience providing direct client service.
- 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.

Preferred:

- 1-year of direct client service experience with people incarcerated in jails and prisons.
- Bilingual skills in Spanish/English are a plus (additional \$36/month).

Compensation

This is a temporary, hourly (non-exempt), 21 hour per week position. This position is currently expected to last for six months (180 days) from the date of hire. Compensation for this position is \$16 - \$21 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 subjectline. We accept applications on a rolling basis. 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.

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.