



Northwest Justice Project

Job Announcement

Bilingual Legal Assistant – CLEAR/CLEAR CV and CAP

The Northwest Justice Project (NJP) is a not-for-profit law firm with a mission of **Combatting Injustice • Strengthening Communities • Protecting Human Dignity**. NJP secures justice for people in or near poverty through high quality legal advocacy that promotes the long-term well-being of low-income individuals, families and communities through legal representation, community partnerships, education and other advocacy.

NJP's Coordinated Legal Education, Advice, and Referral (CLEAR) unit is based in Seattle and is the primary entry point for low-income people in Washington who seek free legal assistance with civil (non-criminal) legal problems. The Contract Attorney Program (CAP) serves eligible clients through contracts with private attorneys as part of NJP's Private Attorney Involvement Plan. NJP seeks a legal assistant whose primary responsibilities are to support the work of CLEAR advocates and to coordinate referrals to NJP's field offices and other legal services providers.

JOB DUTIES:

- Share support with two other legal assistants for the needs of approximately 29 CLEAR and CLEAR CV (CLEAR Crime Victim) advocates, including: attending and keeping minutes of monthly meetings; keeping current on advocacy and operational issues, scanning and copying materials as requested; arranging for translations of documents; responding to equipment and office supply needs.
- Case referral database responsibilities: maintain the referral agency section of NJP's electronic database; respond to referral questions from staff, the Volunteer Lawyer Programs and clients; create and maintain electronic files and records regarding agencies' referral criteria and availability; check referral report daily and fax or email referrals to those agencies not using NJP's electronic automatic referral system.
- Receive incoming CLEAR CV referrals from program partners, primary screening and intake of referred CLEAR CV clients, preparation of case files, scheduling client appointments, and support of advocates.
- Provide assistance to the Contract Attorney Program coordinator, including invoice review and scanning, updating the CAP Tracking document on open files, communication with the CAP attorney offices when necessary, creation of new client folders, and archival of closed case folders in Office and with Access.
- Maintain and distribute CLEAR and CLEAR CV promotional materials in coordination with the Website Manager.

- Assist with creation of promotional materials and newsletters for CLEAR CV.
- Independently prepare correspondence and other documents from notes and instructions.
- Willing to perform additional tasks which are not expressly secretarial such as case fact development, data base creation and maintenance and computer assisted legal research.
- On occasion when needed, perform reception duties: screen visitors to the office; answer telephones; arrange meetings and appointments, take messages and answer inquiries, provide callers or visitors with referral information to other legal services providers or appropriate organizations.
- Arrange for written and verbal translation for non-English speaking clients, if applicable

QUALIFICATIONS:

- Cultural competence and good interpersonal skills in order to work closely with a statewide staff, outside legal services providers, and a diverse clientele having questions about case referrals.
- Three years' legal support experience preferred.
- Employ advanced computer skills using Microsoft Office 2010 including Word, Excel and Outlook, and possess an interest in learning new software including Legal Server, including typing at least 40 words per minute and the ability and interest to learn new software applications.
- Good organizational skills and ability to use time management productively for various job functions.
- Familiarity or willingness to learn high priority civil legal service areas that impact low- income clients.
- Excellent writing and oral (both in person and telephonic) communication skills.
- Fluency in Spanish, both written and verbal.

NJP has an organizational commitment to fight racism and to incorporate equity and inclusion in both the work we do and work environment we create. All staff are expected to uphold this commitment and approach their role with a desire to learn and grow in this area.

Salary Range: Starting salary is based upon years of experience, with an annual salary range starting at \$42,392 (\$23.29/hour). This is a non-exempt position. We offer a comprehensive benefits package, which includes 100% paid employee health premiums and significant premium shares for family health premiums, as well as generous time off.

Hours of work: 9:00 – 5:00, Monday through Friday.

To Apply: Submit a letter of interest and current resume to Human Resources at resume@nwjustice.org. Cover letter and email subject line should clearly reference “Bilingual Legal Assistant – CLEAR”. Cover letter should include description of any past experience, personal or professional, with low income or other marginalized communities. **The Northwest Justice Project is especially interested in qualified candidates whose professional, personal and/or service experience allow them to contribute to and support the legal aid community’s commitment to race equity.**

Application Deadline: August 21, 2020

NJP is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NJP actively promotes mutual respect, acceptance, teamwork and productivity. NJP is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, gender identity, gender expression, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application or interview process or for more information about the project should contact the Human Resources Department by calling (206) 464-1519.