



April 28, 2022

**ADMINISTRATIVE SECRETARY/LEGAL ASSISTANT (AS/LA)
Family Law Unit**

Greater Boston Legal Services is an Affirmative Action/Equal Opportunity/Accessible Employer and strives to ensure that our staff members reflect the diversity of the communities we serve.

GBLS seeks a qualified candidate to immediately fill an AS/LA position whose primary responsibility will be to support the work of the Family Law Unit (FLU). The FLU represents clients in a range of contested family law matters, and the majority of our clients are survivors of domestic violence.

The AS/LA will be responsible for performing a wide variety of administrative/legal assistant work in support of staff members and the smooth functioning of the FLU. This work includes:

- greeting, screening, and referring potential clients;
- completing client intakes;
- using GBLS' case management database to enter case data, check for case conflicts, and assist in preparing grant reports;
- scheduling interpreters for staff, and doing some interpreting and translating as needed;
- preparing and/or organizing case related documents; and
- participating in orientations and trainings for student interns, new staff, and volunteers.

Additional responsibilities include administrative tasks such as filing closed cases and organizing files; ordering and organizing office supplies; maintaining and reporting on client trust accounts, petty cash, and cash receipts; and preparing time sheets.

A strong candidate will excel in the following areas:

- interpersonal relations
- written and verbal communications
- attention to detail
- planning
- compassion

A strong candidate will be able to:

- organize and prioritize tasks;
- work well both independently and as part of a team;
- respond to urgent case or client matters;
- maintain confidentiality; and
- use software such as Microsoft Office 365, Word, Excel, and Outlook
- Speak at least one language in addition to English, with a preference for fluency in Spanish, Portuguese, or Haitian Creole.

Salary is based on a union scale with annual raises and in which, for example, someone with 4 to 6 years of experience would earn between \$39,015 and \$41,015, with an additional \$950 annual payment for second language ability. GBLS offers a generous benefits package including low-cost comprehensive health insurance, retirement contribution, paid time off, and ongoing professional development opportunities. GBLS currently has a hybrid work model for all staff.

Interested candidates should submit letter of interest and resume to the GBLS Human Resources Team via email to jobs@gbls.org. Please refer to **Job Code FLU-ASLA** when applying for this position. Applications will be accepted until the position is filled but applicants are encouraged to submit applications by **May 20, 2022**.

GBLS values diversity and encourages applicants from a broad range of backgrounds and experiences.