May 21, 2024

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. 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:

- assisting unit members with tasks relating to office administration, such as handling incoming and outgoing mail, copying, and check requests; maintaining petty cash account and reporting on client trust accounts; internal case closing, tracking, and filing; and preparing agendas and sending reminders for weekly unit meetings;
- assisting unit members with tasks relating to litigation support, such as tracking court dates, scheduling interpreters, filing pleadings with courts, compiling client documents, document redaction, and preparation of trial binders;
- communicating in-person and by email and telephone with potential and ongoing clients;
- using GBLS’ case management database to enter case data, check for case conflicts, and assist in preparing grant reports;
- where appropriate, providing limited interpreting and translating;
- preparing and/or organizing case related documents; and
- participating in orientations and trainings for student interns, new staff, and volunteers.

A strong candidate will excel in the following areas:
- interpersonal skills, including when asking/hearing details about domestic violence
- 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;
• use software such as Microsoft Office 365, Word, Excel, and Outlook; and
• 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 $45,500 and $47,500, 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.

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 June 9, 2024.

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