



Job Opening

JOB TITLE: Legal Assistant

DEPARTMENT: Advocacy

UNION AFFILIATION: OPEIU
(Associated dues will apply)

SUPERVISOR: Program Manager

STATUS: Non Exempt

FTE: 1.0

SALARY GRADE: 25

Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential.

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

Job Summary: The Benefits Legal Assistance Program provides civil legal assistance in administrative and Superior Court hearings and advice and dispute resolution services to low income persons who have had public benefits denied, terminated, or reduced. The Legal Assistant provides overall administrative support to the Benefits Legal Assistance program by being the initial point of contact for clients, including the intake process. The Legal Assistant's responsibilities include screening and conducting intake of persons seeking legal assistance and providing referral information, where appropriate; assisting the attorneys in conducting discovery requests and drafting and filing motions for state administrative hearings and in court; providing general administrative support for the Program, including maintaining electronic case files and data entry to maintain record keeping systems, preparing electronic reports to comply with grant requirements, drafting client letters, maintaining and updating inventory of intake forms, templates, and training materials, and any other necessary administrative support to the attorneys and social worker. The Legal Assistant also assists the program as needed in conducting community outreach around public benefits should the occasion arise.

Essential Duties, Responsibilities & Tasks:

- 55% Conduct client intakes and ensure they are appropriately maintained in the case management system. Screen and interview client recipients of public benefits to determine legal issues. Handle all outgoing and incoming client paperwork. Monitor the program's intake phone line and oversee incoming referrals. Preparation of case notes for attorneys. Litigation support, such as discovery requests and drafting and filing motions. Coordinate with third parties, such as healthcare providers and other advocates to obtain documentation relevant to the client's case. Responsible for opening and closing all client files.
- 25% Maintain internal record keeping systems including client files, intakes, client logs and closing memoranda. Responsible for maintaining and updating electronic client database. Order office supplies and upkeep equipment for program use.
- 15% Gather demographic information for grant reporting purposes and assist in preparation of monthly, quarterly, and annual statistical reports and other outcome documentation for program reports.
- 5% Participate in program, department and agency-wide meetings and committees as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education & Experience:

Requires one of the following:

- An Associate's Degree or equivalent education in areas related to state and/or federal public benefits or at least one year experience working in a legal office setting.
- Or any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

Minimum Qualifications:

- Excellent communication skills, both oral and written;
- Proficiency with MS Office software including Word, Excel, Outlook; experience with Legal Server desired;
- Excellent record keeping skills, ability to maintain accurate files and databases;
- Demonstrated commitment and interest in providing legal services to the low-income community, including experience in working with clients in crisis and with mental and physical disabilities;
- Excellent problem solving, facilitation and conflict resolution skills;
- Excellent organizational abilities, initiative and attention to detail;
- Self-motivated with an ability to prioritize and problem-solve;
- Ability to work individually in a self-directed manner and as part of a team;
- Ability to develop collaborative relationships with legal and social service providers;

- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientation, and of all ages;
- Knowledge of local community services and resources available to populations served by the program;
- Demonstrated ability to understand contracts, reporting and data collection;
- Access to reliable transportation;
- Proficient knowledge of computer software, including;
- Ability and willingness to occasionally work outside of normal business hours to attend meetings, training and client interviews.

Physical Demands/Working Conditions: This position works in an office setting, performing general office duties 95 – 100% of the time with occasional needs to work in the field. Employees spend 40% of office time on the computer, 40% of the time answering the phone, and 20% misc. Work outside the office includes client meetings, training and outreach. Position requires employee to lift/carry up to 20 pounds rarely, 5-10 pounds occasionally and. push/pull 10 pounds seldom, 1-5 pounds frequently. Position has the ability to sit/stand as needed. Stairs not required.

Hours and Compensation: This is a fulltime Union position paying \$23.39 per hour plus benefits. Benefits include medical, dental, voluntary vision, short-term and long-term disability insurance, basic life insurance, employee assistance program, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax- sheltered health care and dependent care accounts.

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status