**Legal Aid of Southeastern Pennsylvania**

**Job Announcement**

**Administrative Assistant – Chester City, Delaware County, PA (EHIG01292024)**

## **SUMMARY**

Legal Aid of Southeastern PA (LASP) is seeking an administrative assistant for its office in the City of Chester, Delaware County. LASP serves low-income individuals and families in Bucks, Chester, Delaware, and Montgomery counties. The LASP basic services field office, the Regional Housing Unit, and the Veteran’s Advocacy Project are co-located in the City of Chester. This person will perform administrative and clerical duties that support the daily work of the staff. Assignments may include performing clerical work for legal advocates, scheduling meetings, preparing, and maintaining office records, and correspondence. This position requires a detail-oriented person who will maintain the highest standards of professionalism and diplomacy. The position is full time. Staff currently work on a hybrid basis. The successful candidate will be expected to perform in-office work and work remotely.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** may include the following:

1. Receiving, screening clients, and scheduling appointments for professional staff.
2. Performing limited interviews with potential clients to determine eligibility.
3. Opening, maintaining, and organizing paper and digital client files, triaging emails, scheduling meetings, preparing documents, organizing court filings, compiling and organizing information and data for review, and performing simple administrative tasks for senior management.
4. Preparing legal papers and correspondence of a legal nature such as complaints, motions, and subpoenas from draft under direction of attorney or paralegal.
5. Proofreading and correcting prepared materials for grammar, format, completeness, and content.
6. Entering, retrieving, updating, verifying, and deleting information from electronic files.
7. Sorting, opening, and distributing incoming mail to staff; associating incoming correspondence with files or related materials needed for meetings, correspondence, and reports.
8. Maintaining confidentiality of documents and information received.
9. Keeping informed of office details and advising management of issues.
10. Determining needs and ordering office supplies, equipment, repair, and maintenance services per LASP policies and procedures.
11. Answering, screening, and routing incoming calls and providing information to callers on LASP procedures.
12. Distributing assigned cases from the LASP’s Helpline to advocates and sending case intake documents to clients for signature.
13. Retrieving files for audits and other purposes as requested and preparing closed files for off-site storage.
14. Performing other duties as assigned or necessary for the effective operation of the office.
15. Abiding by all professional and ethical standards of excellence.

**SUPERVISOR**: Chester City Office Manager and Managing Attorney

**QUALIFICATIONS**: An associate’s degree or a certificate in office management is preferred. High school diploma or general education degree (GED) and one to three months related experience and/or training would be considered. Demonstrated proficiency in computer technology, including Microsoft products (particularly Word and Excel), electronic mail, record and timekeeping software, routine database activity, word processing, spreadsheet, graphics, etc. Excellent communication, time management and organization skills. Spanish language fluency desirable.

**COMPENSATION AND BENEFITS:** Base salary for an administrative assistant starts at $36,000, but salary is commensurate with experience. Excellent benefits, including a 401K retirement plan with generous employer contributions, health insurance option in which 100% of premium costs are provided, ancillary benefits, and generous leave provisions, including paid holidays, floating holidays, personal leave, vacation, sick, and parental leave.

**EQUAL OPPORTUNITY EMPLOYER:** LASP is an equal opportunity employer and will not discriminate in the recruitment, selection, or advancement of employees on the basis of race, color, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information or on any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. LASP makes hiring decisions based solely on qualifications, merit, and business needs at the time.

**TO APPLY:** Send resume and cover letter including the job title (City of Chester Administrative Assistant) to Elise Wilson-Coles, Human Resources Manager, at Legal Aid of Southeastern Pennsylvania to Hiring@lasp.org. Position remains open until filled.