

A WOMAN'S PLACE
POSITION DESCRIPTION

TITLE: Legal Assistant

DEPARTMENT: Legal Counsel and Representation

EMPLOYMENT STATUS: Full-time

WAGE & HOUR STATUS: Exempt

VALUES STATEMENT

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman's Place are rooted in and guided by the following values:

Courage: A Woman's Place acts bravely and boldly, notwithstanding fear.

Creativity: A Woman's Place encourages the creation of meaningful new ideas, interpretations, and rules.

Equality: A Woman's Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

Integrity: A Woman's Place is of sound moral character and adheres to ethical principles.

Respect: A Woman's Place is considerate and honors the worth and dignity of all beings and resources.

Social Justice: A Woman's Place analyzes structural social inequalities in order to promote justice.

VISION STATEMENT

A Woman's Place envisions a society where all individuals are safe in their relationships and can flourish.

MISSION STATEMENT

A Woman's Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

EQUAL OPPORTUNITY EMPLOYER

AWP is committed to providing equal staffing opportunities to all Staff and applicants for employment. Selection of staff is made on the basis of individual qualifications. Accordingly, all terms and conditions of employment including recruitment, hiring, placement, promotion, demotion, termination, rates of compensation, or selection of training will be carried out without regard to race, creed, color, religion, gender, sexual orientation, nationality, marital status, age, or disability.

PURPOSE OF POSITION: Assist staff attorneys in providing legal representation in the following areas: divorce, custody, support, PFA and other legal matters as needed.

ORGANIZATIONAL RELATIONSHIPS: Reports to Director of Legal Counsel and Representation.

FINANCIAL RESPONSIBILITY: None

ESSENTIAL FUNCTIONS:

1. Perform intake for potential representation by the legal program.
2. Prepare and file court documents and pleadings as directed.
3. Prepare and maintain statistical reports as directed.
4. Conduct legal research.
5. Assist attorneys in court proceedings as needed.
6. Answer phones and direct calls accordingly.
7. Prepare and maintain calendars, client contact sheets, shared computer drives, filings, court date schedules and legal database.
8. Ability to prioritize needs of legal team so that client needs are fully met.
9. Restocking and ordering of office supplies.
10. Prepare and Maintain appropriate files, records and reports as required.
11. Adhere to the confidentiality policy of Attorney Services Program and other policies of A Woman's Place.

OTHER FUNCTIONS:

1. Participate in staff meetings, in-service training and other related functions.
2. Successfully complete CORE and AWP Direct Service Training.
3. Other duties as assigned.

ASSIGNMENT AND APPROVAL OF WORK: Director of Legal Counsel and Representation.

REPORT PREPARATION: As assigned by Director of Legal Counsel and Representation.

JOB REQUIREMENTS:

EDUCATION:

Associate or Bachelor's degree from accredited university or college required.

EXPERIENCE & QUALIFICATIONS:

1. Excellent organizational, writing and clerical skills.
2. Demonstrated commitment to social justice advocacy.
3. Ability to work with diverse populations.
4. Understanding of domestic violence and related issues.
5. Ability to function in a team environment.
6. Demonstrated ability to handle confidential information.
7. Ability to work in a crisis setting.
8. Excellent communication skills.
9. Knowledge of family law and criminal justice system preferred.

10. Notary or willingness to obtain notary certification preferred.
11. Time management skills.
12. Bilingual background desirable.

LICENSES/CERTIFICATIONS: Act 33 Clearance, valid Pennsylvania Driver's License and auto insurance.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:

1. Operation of office equipment
2. Lifting up to 35 lbs.
3. Travel involved
4. Willingness and ability to work varied hours
5. Exposure to cleaning supplies, office chemicals, paint and insecticides
6. Go up and down stairs
7. Ability to drive automobile

This is not an employment contract. A Woman's Place has the right to change duties and responsibilities as needed.