



JOB ANNOUNCEMENT LEGAL ASSISTANT

For financially vulnerable families in crisis, LevittQuinn Family Law Center is the leading provider of legal services and support delivering timely, accessible, and innovative family law services. Our team of dedicated lawyers, legal assistants, and volunteers stabilize families every day, securing orders about custody and support, returning abducted children to their custodial parent, and facilitating adoption of children in need of a safe and permanent home.

LevittQuinn is hiring a Legal Assistant to help support this work.

The Legal Assistant is a critical point of contact between clients and LQ attorneys. Essential duties include:

- Presents a professional and welcoming manner to all who seek to access LevittQuinn;
- Screens applicants for service, requests documents needed for intake, explains LQ services, and how limited scope works;
- Assists clients to schedule appointments, and accepts and records client payments;
- Prepares Judicial Council forms and related attachments, and other necessary legal forms and notices under attorney supervision;
- Drafts letters, emails, and other correspondence as needed, in English and Spanish;
- Ensures accurate and timely tracking of all messages, mail, and documents;
- Prepares, organizes, and maintains physical and digital files for clients;
- Tracks deadlines for attorney actions including filings, court appearances, and other deadlines;
- Maintains office calendars and records office supply inventory;
- Actively participates in the improvement of systems for tracking client demographic data.

Qualifications:

- Strong commitment to LevittQuinn's mission;
- Ability to communicate effectively orally and in writing, in both English and in Spanish;
- Strong technology and software skills, including Microsoft 365 and ease with the internet. Experience using Abacus and Essential Forms is a plus.
- Detail-oriented, self-motivated person with a strong work ethic who is able to exercise sound independent judgment and is comfortable working in a small and collaborative team environment.

Compensation: This is a full-time, non-exempt position. \$22.00 to \$24.50 per hour depending on experience. Generous benefits package.

Applications: Send 1) a resume, 2) a cover letter explaining your interest in the position, and 3) three (3) professional references who have direct knowledge of your qualifications to Ana M. Storey at astorey@levittquinn.org. Write "Legal Assistant" in the subject line of your email.

Deadline: We will consider applications from qualified individuals until we fill the position.