

IMMEDIATE JOB OPENING QUEENS LEGAL SERVICES SEEKS AN EXECUTIVE SECRETARYII/INTAKE OFFICER

Queens Legal Services (QLS) seeks a full-time Executive Secretary II/Intake Officer for our vibrant community-based civil legal advocacy organization based in Queens. The person hired will report to the Office Manager. The position is available immediately.

Responsibilities

The Executive Secretary II/Intake Officer will help support our work representing clients by performing tasks related to client services, office administration and document management. The responsibilities of this position include the following:

- Initial screening of applicants for services;
- Opening files for eligible clients;
- Preparing and submitting monthly statistical reports;
- Maintaining file records of all applicants for services;
- Filing closed cases;
- Helping to acclimate new employees in office intake procedure;
- Providing information and making referrals to phone callers;
- Copying and scanning documents;
- Providing administrative support for litigation and case advocacy;
- Scheduling appointments, making telephone calls, and drafting basic correspondence;
- Entering and tracking information in electronic format, including deadlines and grant management systems, and running reports with the data;
- Assisting in the maintenance of client and office-related files, including copying, scanning and distributing materials, filing and assisting with requests related to preparing files for program audits;
- Using current programs for word processing, database and information management, and document preparation;
- Reviewing, sorting, distributing, stamping, collecting and posting the mail;
- Paying bills, preparing, authenticating and submitting personal reimbursements, and assisting with other fiscal-related requests;
- Assisting with escrow;
- Ordering and maintaining office supplies and equipment;
- Assisting management with monitoring and ensuring maintenance of office-wide needs, including publications, furniture and office conditions;

- Using language-assistance resources, including translation and interpretation services available to assist LEP clients and community members.

The successful candidate must be fluent in Spanish, detail-oriented, a good communicator, and able to relate with a wide range of people including low-income clients, case handlers, and representatives of community organizations. The candidate must also be skilled in the entire MS Office suite including Excel, Word, Power Point and Publisher, with the ability to learn additional software. Expertise in Word should include ability to prepare tables of authority and content, as well as templates for litigation covers (bluebacks). Prior legal and/or social services experience is preferred. Strong cultural or personal ties to the communities we serve are preferred.

About Us

Founded in 1967, QLS seeks equal access to justice for all low-income residents of Queens through a range of legal advocacy, education and community partnerships. We provide free legal counseling, representation and referrals in civil matters to eligible low-income individuals and families, and we work with our clients and partners to identify and address root causes for systemic inequalities in Queens and throughout New York City. We are part of a network of local programs that make up Legal Services NYC, the largest free civil legal services provider in the United States.

QLS is an equal opportunity employer. It is an organization committed to race, gender and economic justice in our work and within our workplace. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over the age of 40 are welcome and encouraged to apply.

QLS is a part of the Legal Services NYC network and provides competitive salary and benefits. Our staff are members of the LSSA/NOLSW UAW Local 2320.

How to Apply

Applicants should **email** a cover letter, resume, names of three references and two recent writing samples to jobs@queenslegalservices.org. Please write "Executive Secretary II/Intake Officer" in the subject line of the email. Only candidates selected for interviews will be contacted. No telephone calls please.

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