



## Full-Time Administrative Clerk

### **The Firm:**

Casa Cornelia Law Center is a public interest law firm providing quality *pro bono* legal services to victims of human and civil rights violations. Our primary commitment is to the indigent within the immigrant community in Southern California. Our legal services include representation to those in removal proceedings or seeking affirmative immigration relief including asylum seekers, abused and abandoned children, and immigrant victims of domestic violence, human trafficking, and other serious crimes who are eligible for humanitarian immigration protection under U.S. law. CCLC provides *pro bono* representation through its staff and with the support of volunteers, such as private attorneys, law students, and interpreters/translators under the mentorship of CCLC attorneys.

### **The Department:**

The Programs Support Team provides necessary infrastructural support to the firm's work in fulfilling its mission. Specifically, this team ensures that the staff and volunteers working at the firm are able to serve our clients effectively and efficiently.

### **The Position:**

The Administrative Clerk provides support to the legal programs by assisting in the maintenance of the electronic database (55%); supporting the reception functions (15%); processing applications for service (20%); and processing daily mail (10%). The effective management of these functions is essential to delivering quality legal services.

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### **Primary Responsibilities:**

*Duties include but are not limited to:*

- a) Preparing source data for computer entry by compiling and sorting information;
- b) Processing client and case source documents or by reviewing data for deficiencies and resolving discrepancies by using standard procedures;
- c) Entering case data by way of keyboard or optical scanner according to applicable formats;
- d) Maintaining data entry requirements by following legal team program protocols;
- e) Verifying database integrity by following data audit protocols;
- f) Responding to staff requests for assistance in producing reports or downloading database information;
- g) Maintaining operations by following policies and procedures and recommending changes;
- h) Maintaining client confidence and protecting operations by keeping information confidential;
- i) Receiving applications for service, conducting conflict checks, and opening related database records;
- j) Receiving and filing daily counts for detained children and opening related database records;
- k) Assisting with reception functions (welcoming visitors by greeting them in person or on the telephone; answering or referring inquiries; and returning or forwarding voice mail) during receptionist's lunch break and all day during receptionist's leave from work;
- l) Receiving and distribution of all non-legal mail;
- m) Receiving, scanning, and distribution of all legal mail;
- n) Contributing to team effort by accomplishing related results as needed; and,
- o) Assuming responsibility for administrative tasks as assigned.

**Accountability:**

The employee reports to the Information Systems Manager and meets with the Information Systems Manager for regularly scheduled supervisory sessions.

**Qualifications:*****The following are required for appointment to the position:***

- a) Bachelor's Degree; or Associate's Degree plus College-level coursework; or comparable work experience;
- b) A commitment to social justice and Casa Cornelia Law Center's mission;
- c) Strong written and spoken communication skills in English and Spanish;
- d) Understanding of data management concepts; and
- e) Intermediate knowledge of Microsoft Word and Excel.

***Candidates for the position with the following additional qualifications will be given priority:***

- a) Experience providing direct customer/client service;
- b) Experience navigating database software to create, sort, review, and edit records;
- c) Experience with a legal case management program; and,
- d) Experience working in a not-for-profit organization.

**Physical Requirements and Work Environment:**

Work is performed in a professional office setting with a moderate noise level; employee will regularly work at a computer station and operate electronic equipment with occasional driving for off-site responsibilities; employee will regularly communicate by email, telephone, and in-person with staff and other professionals; employee will occasionally lift, carry, and position objects weighing up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Work Schedule and Compensation:**

Work hours are full-time, 35 hours a week. The hourly pay range for the position is \$20.40/hour-\$22.70/hour, commensurate with experience. This position is eligible to receive paid benefits including medical, dental, vision, life, and long-term disability insurance. Additionally, the employee will qualify for retirement plan; paid and sick time off; and twelve paid holidays.

**To Apply:**

Please send your (1) cover letter of interest; (2) resume; and, (3) three professional references to [Applications@casacornelia.org](mailto:Applications@casacornelia.org).

**To learn more about Casa Cornelia, please visit [www.casacornelia.org](http://www.casacornelia.org).**

*It is the policy of Casa Cornelia Law Center to ensure a work environment free of discrimination or harassment on the basis of race, color, religion or creed (including religious dress and grooming practices), sexual orientation, gender, gender identity, or gender expression, sex (including pregnancy, breastfeeding, childbirth, or related medical condition), marital status, registered domestic partner status, sexual orientation, age, national origin (including language use), ancestry, citizenship status, age, physical or mental disability, non-job-related medical condition (including AIDS or HIV status, or cancer), genetic predisposition or carrier status, political affiliation/opinion, military or veteran status, request for family leave, or any other consideration made unlawful by federal, state, or local laws. Casa Cornelia Law Center prohibits and will not tolerate any such discrimination or harassment.*