

## **Position Announcement**

<b>Job Title:</b>	Legal Secretary
<b>FLSA Classification:</b>	Non-Exempt
<b>Reports To:</b>	Practice Group Director
<b>Supervises:</b>	None

Inland Counties Legal Services is seeking legal secretaries to join our organization in San Bernardino and Riverside. Inland Counties Legal Services, Inc. is a nonprofit organization providing legal services to low-income persons residing in Riverside and San Bernardino Counties. ICLS targets services to seniors and those in the greatest social or economic need. Legal services are provided by attorneys, or paralegals under the direct supervision of an attorney. Levels of service include advice and counsel, limited action (includes negotiations and preparation of legal documents), as well as direct representation before administrative law and civil courts. ICLS provides legal assistance in eight practice groups: Outreach, Consumer, Housing, Family Law, Immigration, Systemic/Impact, Health Law and Public Benefits. Visit our website at [www.inlandlegal.org](http://www.inlandlegal.org) for more information.

### **Overview of Position**

The Legal Secretary performs comprehensive administrative and clerical support functions for each practice group. This position helps maintain the efficiency of office procedures and case management for both attorneys and paralegals.

### **Specific Duties and Responsibilities**

- Transcribe and proofread legal documents
- Maintain practice group and litigation calendars for staff
- Facilitate the meeting of deadlines by providing timely reminders
- Accurately file documents with the court system ahead of deadlines
- File, organize, scan, copy, and fax legal documents in a timely manner
- Answer phone calls, redirect calls, and take messages where appropriate
- Assist with case file maintenance and compliance review
- Performs other related duties as required

### **Desired Education and Experience**

- High School Diploma or Associates Degree preferred
- 1-year relevant experience



- Knowledge of legal terminology and legal document management
- Experience with Cloud-Based environments and transitioning to a paperless environment
- Knowledge of principles and processes for providing customer and personal service
- Effective oral and written communication skills
- Accurate typing skills with the ability to type 75 WPM
- Previous calendaring experience in a high volume environment
- Ability to be flexible to adapt and act quickly when urgent matters require
- Self-motivated, takes initiative, ability to learn quickly
- Access to, or ability to obtain highspeed home internet for remote work
- Language: Ability to read, write and communicate in English with Spanish being a plus

**How to Apply**

Submit a resume and cover letter to [HRManager@icls.org](mailto:HRManager@icls.org).

Inland Counties Legal Services Is An  
Equal Opportunity Employer  
Women, Minorities and Persons with Disabilities Encouraged to Apply