



PROVIDING ACCESS TO JUSTICE
FOR ORANGE COUNTY'S LOW INCOME RESIDENTS
JOB ANNOUNCEMENT

Position	Administrative Assistant/Intake Specialist – General Intake
Organization Description	<p>The Public Law Center (PLC) seeks an energetic, passionate advocate to join our team in fighting for justice for low-income and self-represented litigants and entrepreneurs in Orange County through innovative, collaborative, community-centered lawyering to address inequities and support access to justice throughout PLC's projects.</p> <p>PLC provides high quality legal services to low-income residents and nonprofit organizations in Orange County. Legal issues include Consumer Law and Bankruptcy, Family Law, Immigration, Housing and Homelessness Prevention, Veterans, Health Law, and Transactional Law assistance. Clients apply for assistance from PLC in all of those areas through specialized phone lines, community and courthouse-based clinics, and through community partner referrals, where staff and volunteers screen clients for eligibility as well as substantive merit.</p>
Qualifications	<ul style="list-style-type: none"> • Bachelors Degree, or an equivalent level of training, preferred • Bilingual English/Spanish or English/Vietnamese strongly preferred; bilingual in other languages will be considered • 1-3 years work experience as a paralegal or legal assistant preferred • Prior experience working with low-income communities, including the ability to relate and build rapport preferred • Strong oral and written communication skills • Ability to manage multiple tasks, work independently, and as part of a team. • Must have own transportation, valid CA Driver's license, insurance and good driving record • Must be fully vaccinated against COVID-19 unless the applicant has a valid medical reason for not being fully vaccinated or a sincerely held religious belief preventing vaccination
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct initial client intakes, including legal issue-spotting, conflict checks and eligibility determinations over the phone and in-person • Perform general case management, including correspondence, investigation, and follow up with potential PLC clients • Provide administrative and organizational support in community education efforts. • Assist with interpretation and translation for staff and volunteer attorneys as needed • Provide general administrative support to the office, filling in where needed • Other duties as assigned
Salary & Benefits	<ul style="list-style-type: none"> • Compensation dependent on experience; range of \$20.00/hour to \$23.00/hour • Competitive benefits provided
	<p>Please submit resume, cover letter and writing sample (5 pages or less) to Grace Landa at: glanda@publiclawcenter.org. Please no phone calls. APPLICATION DEADLINE: Open until filled The Public Law Center is an Equal Opportunity Employer.</p>