



## **JOB ANNOUNCEMENT: Temporary Administrative Assistant**

Appointment Type: Non-exempt (1) Full-time temporary position, 40 hours a week, plus some weekend and after hours meetings. This is a temporary position starting as soon as possible for a duration of 3 months. Depending on funding, this position may be extended.

Hourly wage: \$18.27/hour, DOE

Benefits: Paid holidays and sick pay

Report to: Administrative Director/Managing Attorney or Supervisors

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**Background:** API Legal Outreach is the largest social justice legal organization serving the Asian and Pacific Islander communities of the Greater Bay Area. Founded in 1975, our mission is to provide culturally competent and linguistically appropriate legal representation and comprehensive social services to the most marginalized segments of the community including low-income women, seniors, immigrants, and youth. With offices in Oakland and San Francisco, our work is focused in the areas of domestic violence/family law, immigrant rights, elder abuse prevention, anti-human trafficking, youth violence prevention, disability rights, affordable housing preservation, and other social justice issues.

**Duties & Responsibilities:** Under the general direction of the Administrative Director, the position will assist in office administration and legal support. The essential functions of this job include: 1) providing full range of legal clerical and support services to attorneys and other staff; 2) provide written and oral translation as needed; 3) maintaining client files (opening/closing files) casework, reporting, and database system; 4) data entry; 5) providing telephone and client reception services (answering and screening calls, retrieving message and forwarding messages); 6) general office equipment maintenance; and 7) other related office duties. This position will be primarily stationed in our San Francisco office, but may also be assigned to our Oakland office depending on needs.

### **MIMUMUM QUALIFICATIONS:**

- 1) Demonstrated ability to interpret and translate in Chinese (Cantonese and Mandarin)
- 2) Demonstrated work experience with clients who are low-income, immigrants, women, seniors and disabled through face to face intake interviews or on the telephone.
- 3) Demonstrated experience with high level of phone traffic and ability to manage and respond appropriately.
- 4) Working knowledge of PC, word processing (MS Word), database, and spreadsheets. Working knowledge of law office programs such as Abacus, Legal Solutions, and Immigrant Pro highly desirable.
- 5) Demonstrated work experience with data entry.
- 5) Over 2 years of successful work experience with secretarial, office support, and/or receptionist duties in a legal office, human services agency, or equivalent setting;
- 6) General knowledge of office administrative operations and equipment such as operating a mailing machine, fax machine, copier and scanner, etc.
- 7) Ability to communicate well orally and in writing, manages time, handle critical information, operate independently, order supplies and plan and implement office objectives. Possess a high degree of interpersonal skills in the dealing of staff, clients and the public.

- 8) Must be detailed oriented, organized, meet deadlines, be responsive and possess great follow-up abilities.
- 9) Ability to work well in a team oriented, multi-cultural work environment.
- 10) Possess at least a high school degree.
- 11) Demonstrated commitment to serve disadvantage persons in the Asian Pacific Islander, Hispanic and LGBTQ communities.

**HOW TO APPLY:** Send resume and cover letter to Esther Leong, Administrative Director, API Legal Outreach, 1121 Mission Street, San Francisco CA 94103 or [eleong@apilegaloutreach.org](mailto:eleong@apilegaloutreach.org). Position will remain open until filled.

**SELECTION PROCEDURE:** **a) Performance Examination:** Candidates will be tested in job related knowledge, skills and abilities, which may include but not limited to: working knowledge of phone duties and translation ability. **b) Written Examination:** Candidates will be tested in their relative knowledge, skills and abilities in job-related areas, which may include but not limited to: knowledge of business English and bilingual abilities, legal programs, current office equipment, office record systems; and ability handle administrative details.

Applicants with disabilities requiring reasonable accommodation for this examination must contact the Administrative Director by phone at (415) 567-6255.

**API Legal Outreach is an equal employment opportunity employer. Should you require an accommodation, please contact our office.**