

# *Asian Pacific Islander Legal Outreach*

## **JOB ANNOUNCEMENT: Administrative Assistant**

**Appointment Type:** 1) Non-exempt, full-time position, 40 hours a week, plus some weekend and after hours meetings. Hourly wage: **\$18.25 - \$19** DOE; Benefits: health insurance; paid holiday, vacation, and sick leave..

**Background:** API Legal Outreach is the largest social justice legal organization serving the Asian Pacific Islander and Latino communities of the Greater Bay Area. Founded in 1975, our mission is to provide culturally competent and linguistically appropriate legal, social, and educational services to the most marginalized segments of the API community including low-income women, seniors, immigrants, and youth. With offices in Oakland and San Francisco, our work is focused in the areas of Violence against Women/Family Law, Immigration and Immigrant Rights, Senior Law and Elder Abuse Prevention, Anti-Human Trafficking services, Youth Violence Prevention, the preservation of affordable housing and tenants' rights, and other social justice issues.

**Duties & Responsibilities:** Under the general direction of the Administrative Director, this position will assist in reception, office administration and legal support duties. The essential functions includes but not limited to: 1) providing full range of legal clerical and support services to attorneys and other staff; 2) providing telephone and client reception services (answering and screening calls, retrieving message and forwarding messages; 3) maintaining client files, casework, reporting, and database systems; 4) providing written and oral translation; 4) data entry; 5) general office equipment maintenance; and 6) other related office duties. This position will be primarily stationed in San Francisco office, but may also be assigned at times to Oakland office depending on needs.

### **MIMUMUM QUALIFICATIONS:**

- 1) Ability to interpret and translate in Cantonese, Mandarin and or Spanish.
- 2) Demonstrated commitment to serve disadvantage persons in communities of color; work experience with clients who are low-income, immigrants, women, seniors and/or those with disabilities through face-to-face and telephone contact.
- 3) At least 2 years of successful work experience with secretarial, office support, and/or receptionist duties in a legal office, human services agency, or equivalent setting.
- 4) Demonstrated ability to manage and respond appropriately to high level of telephone traffic.
- 5) Working knowledge of PC, word processing, and data entry programs. Working knowledge of law office programs such as Abacus and Immigrant Pro highly desirable.
- 6) General knowledge of office administrative operations and equipment such as operating telephone system, postage machine, fax machine, copier and scanner.
- 7) Ability to communicate well orally and in writing, effectively manage time, handle critical information, work independently, plan and implement office objectives, and to work well in a team oriented, multi-cultural work environment. Must be detailed oriented, organized, meet deadlines, and possess a high degree of interpersonal skills in interacting with staff, clients and the public.
- 8) Possess at least a high school degree.

**HOW TO APPLY:** Send resume with 3 references from supervisors and cover letter to [jobs@apilegaloutreach.org](mailto:jobs@apilegaloutreach.org) .

**SELECTION PROCEDURE:** a) Performance Examination: Candidates will be tested in job related knowledge, skills and abilities, which may include: 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: 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.