

**JOB ANNOUNCEMENT:**

**LEGAL ASSISTANT POSITION AVAILABLE**

DC's Children's Law Center invites applications for a full-time Legal Assistant to begin immediately.

Children's Law Center works to give every child in the District of Columbia a solid foundation of family, health and education. As the largest nonprofit legal services provider in the District and the only organization that focuses exclusively on children, our 80-person staff partners with hundreds of pro bono attorneys to serve 2,000 at-risk children each year. Applying the knowledge gained from this direct representation, we advocate for changes in the city's laws, policies and programs. For more information, visit [www.childrenslawcenter.org](http://www.childrenslawcenter.org).

**Position Description**

The Legal Assistant will provide support primarily to the Legal Director and the Director of Finance and Administration. Major responsibilities of this position include the compiling and analyzing of qualitative and quantitative program data for management reports; organization of, updating and communication regarding program related resources, and providing administrative support to CLC Directors.

**Requirements and Qualifications**

- Bilingual Spanish fluency required with ability to communicate in person and by phone.
- Experience with databases and, in particular, with the manipulation and analysis of data to produce reports.
- Able to learn and synthesize information, and then communicate appropriately with needed parties.
- Excellent attention to detail, efficiency, problem-solving and organizational skills.
- Strong people skills, able to communicate with diverse groups of people both within and outside of the organization.
- Excellent professional judgment and ability to maintain confidential information.
- Excellent writing skills.
- Able to manage multiple assignments (and supervisors) through clear and direct communication.
- Flexible and enthusiastic.
- Able to work independently and as a team member.
- Good working knowledge of Microsoft Office 2007 (or later) software, especially Word and Excel.
- BA from accredited college or university preferred.

CLC is an equal opportunity employer. CLC's policy is to provide equal opportunity at all times without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medication or status as a veteran.

**To Apply**

No telephone calls please. Full position description available at [www.childrenslawcenter.org](http://www.childrenslawcenter.org). Electronic submissions preferred. Please send resume, cover letter and list of (3) references to:

Legal Assistant Search Committee  
The Children's Law Center  
616 H St. NW Suite 300  
Washington, DC 20001  
[jobs@childrenslawcenter.org](mailto:jobs@childrenslawcenter.org)  
(Fax) 202-467-4949

## **LEGAL ASSISTANT JOB DESCRIPTION:**

Children's Law Center works to give every child in the District of Columbia a solid foundation of family, health and education. As the largest nonprofit legal services provider in the District and the only organization that focuses exclusively on children, our 80-person staff partners with hundreds of pro bono attorneys to serve 2,000 at-risk children each year. Applying the knowledge gained from this direct representation, we advocate for changes in the city's laws, policies and programs. For more information, visit [www.childrenslawcenter.org](http://www.childrenslawcenter.org).

### **Position Description:**

The Legal Assistant will provide support to the Legal Director, the Director of Finance and Administration, and, as needed, to the Project Directors. Major responsibilities of this position include the compiling and analyzing of qualitative and quantitative program data for management reports; organization of, updating and communication regarding program related resources, and providing administrative support to CLC Directors. The Legal Assistant reports to the Knowledge Manager.

### **Position Responsibilities:**

- Gather data and prepare monthly reports on wide range of performance measures ensuring accuracy and timeliness, including regular submission of reports specific to GAL court contract.
- Provide administrative support for Legal Director, DFA, Training Director and CLC's Project Directors.
- Provide user support to staff use of the Pika Casemanagement System.
- Work to maintain and improve the accuracy and integrity of Pika entries, by spotting and correcting errors, flagging trends, and reminding staff about deadlines and processes.
- Gather data and create customized reports as needed for organization leadership or for grant reports as requested.
- Provide assistance to the Strategic Learning and Evaluation Specialist.
- Carry out program evaluation data gathering, interviewing, and reporting activities as assigned.
- Update and manage digital legal resource documents in tandem with the Knowledge Associate.
- Manage the activation of Lexis accounts for staff. Monitor the receipt of legal books from Lexis and Westlaw that are ordered automatically as part of current account status.
- Administrative support (large or complex copying jobs, faxing, scheduling) for staff attorneys.
- Assist in other administrative operations activities as required.
- Provide support to organization wide activities and events.

### **Position Competencies:**

- Bilingual Spanish fluency required with ability to communicate in person and by phone.

- Experience with databases and, in particular, with the manipulation and analysis of data to produce reports.
- Able to learn and synthesize information, and then communicate appropriately with needed parties.
- Excellent attention to detail, efficiency, problem-solving and organizational skills.
- Strong people skills, able to communicate with diverse groups of people both within and outside of the organization.
- Excellent professional judgment and ability to maintain confidential information.
- Excellent writing skills.
- Able to manage multiple assignments (and supervisors) through clear and direct communication.
- Flexible and enthusiastic.
- Able to work independently and as a team member.

**Prior Experience:**

- Good working knowledge of Microsoft Office 2007 (or later) software, especially Word and Excel.

**Educational Requirement:**

- BA from accredited college or university preferred.

## **INSTRUCTIONS TO INTERVIEWERS:**

- Start date is immediate. Accepting resumes until September 14, 2012
- Starting salary is \$35,000 including benefits. Salary can be discussed in first round only if appropriate and asked about by candidate.
- Candidate needs to be flexible in their time to be able to work after hours as needed.
- Key Qualities to explore in interview:
  1. Able to communicate consistently to discuss progress on projects
  2. Unafraid to nudge and bother staff when needing information
  3. Comfortable interacting strangers via email, phone, etc.
  4. An eye for detail, and for spotting problems
  5. A cheerful and energetic demeanor
  6. Experience working independently, managing priorities
  7. Persistence and follow through when given a task to complete

## **Interview Questions for Legal Assistant--[Questions may be adjusted prior to first interview]**

### **Required:**

1. Why are you interested in this position?
2. Tell me about where you worked most recently?
3. What is the most challenging part of your current (or past) work?
4. What work environment do you do your best work in (by yourself, as a team)?  
  
Do you prefer projects that allow you to work on your own, or do you prefer the team approach? Why?
5. Who was your best boss and why? Who was the worst and why?
6. Tell about an important project you were in charge of?
7. Give an example of how you solved a problem given to you?
8. What has been a particularly difficult work or volunteer experience and how did you solve it? Talk about a difficult experience you had working with a co-worker and how did you resolve it?

9. Where do you see yourself in three years and how will this job help you reach that goal?
10. Suppose you are in a situation where deadlines and priorities change frequently and rapidly, how would you handle it?
11. To you, which is more desirable: a business that is run in an efficient business-like manner or a business that is run in a personal friendly way?
12. What concerns can you see about working at CLC or in this position? Is there anything that you can think of that might make it hard for you to do this work

**Additional Questions:**

1. What experience have you had working in the legal or non for profit world?
2. What has been your favorite work or volunteer experience? Or what do you like best about your current/most recent job?
3. What type of work do you like to do most? Hate to do?

## **Interview Form: Legal Assistant Candidates**

Candidate:

Interview Date and Time:

Interviewer:

Please assess the candidate's qualifications for the Legal Assistant position based on the attributes listed below. Give reasons for your assessment with details from the interview.