

Legal Assistance of Western New York, Inc. ®



We provide free legal aid to people with civil legal problems in western New York.

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Administrative Assistant- Rochester

POSITION ANNOUNCEMENT (January 2020) ADMINISTRATIVE ASSISTANT (ROCHESTER, NY)

Legal Assistance of Western New York, Inc. (LawNY®) has an immediate opening for an Administrative Assistant at its office located in downtown Rochester. LawNY® is funded in part by the Legal Services Corporation and provides free civil legal services to low-income families and individuals. The Rochester Office's primary practice areas are civil rights, housing, public benefits, health law, employment, and elder law. Our 40-member staff includes attorneys, paralegals, and a legal support team who work closely across areas of specialization to bring a holistic approach to addressing law related issues affecting our clients and community.

The Administrative Assistant will be responsible for providing administrative support for the office staff. Duties include: intake including answering incoming calls, greeting visitors and clients and evaluating individuals requesting legal assistance for program eligibility; establishing, maintaining, and updating filing systems to ensure accuracy of files; assisting with grant reporting requirements including data entry and/or report generation; assembling informational packets and mailings; assisting with event planning; and performing clerical functions as necessary or assigned. Occasional assistance with providing legal services and outreach will be required. Must be able to effectively organize and monitor a successful workflow to meet required deadlines.

Requirements: An associate degree or equivalent experience and a demonstrated commitment of service to the community are required. Proficient knowledge of Microsoft Office software and Windows computer applications including merging, developing tables, spreadsheets and forms, preparing general office correspondence and maintaining computer files is required. Applicants must be able to work with frequent interruptions and work on multiple projects simultaneously. Fluency in Spanish is an advantage, but not required.

Salary: Salary is dependent on experience. The salary for an Administrative Assistant who is credited with two years of experience is \$29,120. The initial salary will increase annually based upon LawNY®'s salary scale. LawNY® provides an excellent health insurance, disability and employee benefits package.

Applications: Anyone interested in applying should send a cover letter describing their interest and qualifications, a resume, and three references by February 14, 2020. Interviews will be conducted on a rolling basis. Please apply early. Applications should be sent to the attention of

Lori M. O'Brien, Deputy Director at: lawnyapplications@lawny.org.

Legal Assistance of Western New York, Inc.® (LawNY) is an equal opportunity employer. LawNY encourages applications from diverse candidates. LawNY welcomes applications regardless of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability, genetic information or any other consideration protected by law. This position is considered non-exempt pursuant to the Fair Labor Standards Act.

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