

Job Announcement **Intake Officer /Staff Secretary**

Bronx Legal Services is the largest provider of free civil legal services in the Bronx, and one of the largest legal services offices in New York City. For more than fifty years, we have been providing legal assistance to secure life's basic necessities – the right to housing, food, clothing, safety, medical care, education, economic security – for the residents of several of the country's poorest communities.

We are seeking an Intake Officer/ Staff Secretary to support the work of our office and our mission and to work closely with lawyers and clients.

Job duties may include:

- Initial screening of applicants for services including demographic and eligibility determinations
- Referrals of ineligible clients
- Opening/closing files and filing closed cases
- Providing information and referrals to phone callers
- Familiarity with LawHelp or other resources to assist clients who need referrals or language assistance
- Word processing – correspondence, memoranda, legal and other documents
- Taking messages and placing calls for the attorneys or case handlers
- Making copies, scanning, faxing, receiving, labeling, collecting, stamping and posting mail, sorting, filing
- Providing other supportive clerical services
- If bilingual, translation/interpretation

Qualifications include:

- Experience working with a diverse low-income population; and ability to identify client's needs quickly and accurately
- Excellent computer skills;
- Excellent writing, and communication skills;
- Prior relevant work experience; Post-high school education
- Experience entering and tracking information in electronic formats
- Proficient in Microsoft Suite;



- Bilingual in English and Spanish strongly preferred.
- Excellent organizational skills

Salary is commensurate with experience and determined by the Legal Services NYC Collective Bargaining Agreement. Benefits include excellent health and dental insurance, an employer contribution to a pre-tax 403(b) pension plan, and generous leave time.

To apply for the position send a cover letter, resume, names of three references and one recent writing sample via e-mail to: Sandra Sanchez at Ssanchez@lsnyc.org. The e-mail should include “Intake Officer/Secretary” in the subject line. Only candidates selected for interviews will be contacted. No telephone calls

Bronx Legal Services is an equal opportunity and affirmative action employer. People of color, women, people with disabilities, people over 40, and gay, lesbian, and transgender people are all welcome and encouraged to apply.

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