

TITLE **Legal Assistant**

DESCRIPTION **Title: Legal Assistant**

Department: Legal

Status: Full-Time/hourly, Non-Exempt Position: \$31.25/hr (D.O.E)

Location: San Francisco, CA (non-remote position)

Position Description

The National Center for Lesbian Rights seeks a highly skilled, enthusiastic, diligent, and motivated individual for a full-time legal assistant position in our San Francisco office. The legal assistant will work as a member of the legal staff under close supervision of the attorneys and other program staff.

This is a non-exempt/hourly position and located in San Francisco requiring daily attendance at our office to support the needs of the organization once our office opens. NCLR is working remotely at this time, though we anticipate reopening; this position may occasionally be required to go to our office before it fully opens. This is a non-remote position.

Key Responsibilities

- Maintain the litigation docket and calendar
- Maintain case files in paper and electronic form
- Format and proofread briefs, legal documents, publications, spreadsheets, Powerpoint presentations, and other documents
- Assist with court filings, including compliance with court rules
- Copy, scan, and organize case documents and legal mail
- Perform conflict checks
- Update and assist with distribution of NCLR publications
- Provide research and administrative support to program staff
- Occasionally plan meetings and legal staff gatherings, including reserving meeting spaces and ordering food
- Assist with answering helpline calls as needed, enter data into and maintain helpline caller database
- Facilitate legal team meetings
- Assist with legal department hiring processes
- Assist attorneys and other staff with various administrative and other tasks as needed

Salary and Benefits

This is a full-time, non-exempt position with an hourly rate of \$31.25/hr, (DOE), non-negotiable. Excellent benefits include medical, dental, and vision insurance with a low-cost share for employees, including generous coverage of reproductive healthcare and transition-related care services; vacation and

holidays; eligibility to participate in a 401(k) plan; short-term and long-term disability insurance; life insurance; flexible spending pre-tax plans for qualified medical and child daycare expenses; and commuter pre-tax benefits.

**POSITION
REQUIREMENTS**

Qualifications

Required:

- Bachelor's degree from accredited college or university or two years of experience in an administrative role in an office
- Very strong computer skills; must be proficient in Microsoft Word, Microsoft Outlook, and Microsoft Excel
- Strong attention to detail and excellent organizational skills
- Excellent communication and interpersonal skills
- Committed to social justice and enthusiastic about NCLR's mission and programs
- An awareness of and commitment to a broad range of racial and economic justice issues and an understanding of the multiple communities NCLR represents
- Well-organized, able to multi-task, a fast learner, and detail-oriented
- Able to take initiative and to work well under pressure to meet deadlines
- Flexible and able to function independently and as a member of a team
- Willing to work flexible hours on occasion
- Able to interact professionally with coworkers, clients, co-counsel, and outside callers

Preferred:

- Experience working with legal documents, creating tables of authorities, and legal research strongly preferred
- Prior experience in an administrative position a plus
- Bi- or multi-lingual a plus

Application: Please submit a cover letter and resume at the following link:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=5287397

OPEN DATE February 2023

LOCATION Main SF Office

**ABOUT THE
ORGANIZATION** About the National Center for Lesbian Rights

NCLR is a strong and effective national legal organization dedicated to achieving full civil and human rights for lesbian, gay, bisexual, and transgender (LGBT) people and their families through impact litigation, public policy work, direct legal services, and community and public education. NCLR values team and community collaboration and fosters an engaged and dynamic work culture where staff are valued and thrive.

NCLR advocates for more than 5,000 lesbian, gay, bisexual, and transgender people and their families in all fifty states each year, including LGBT seniors, immigrants, athletes, and youth. Our impact litigation serves all LGBT people in the United States. For more information about NCLR, please visit our website: www.NCLRrights.org.

**EOE
STATEMENT**

NCLR is an equal opportunity employer. NCLR is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on sex, sex stereotype, race, color, creed, gender, gender identity, gender expression, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, genetic information, sexual orientation, weight, height, military or veteran status, or any other characteristic or status protected by federal, state, or local law. This policy applies to all employment practices including hiring, benefits, promotions, training, disciplinary action, and termination.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

The National Center for Lesbian Rights affirmatively values diversity and seeks to hire staff that reflects the diversity of our communities. Transgender people, non-binary people, intersex people, people of color, formerly incarcerated people, and people with disabilities are particularly encouraged to apply.

NCLR provides reasonable accommodations for the application, interview, or any other aspect of the employee selection process to applicants with disabilities. Please email ebrogden@nclrights.org to request an accommodation.