**TENNESSEE COALITION TO END DOMESTIC AND SEXUAL VIOLENCE**

**BILINGUAL PART-TIME LEGAL SECRETARY**

**JOB DESCRIPTION**

The Legal Secretary is responsible for maintaining the daily functioning of the Immigrant Legal Clinic. Specific duties for the position will include, but are not limited to:

**Resource Management:**

1. Assists in collecting, organizing, and maintaining legal database and client-related data
2. Maintains Immigration Clinic supplies

**Communications:**

1. Responsible for all in-coming and out-going Immigration Clinic mail
2. Supports the office manager in answering and routing Coalition phone calls
3. Receives Immigration Clinic clients and Coalition visitors upon entering the office
4. Responsible for taking and routing all Immigration Clinic calls
5. Assists in preparing grant reports
6. Interprets for client phone calls and meetings
7. Translates written client documents
8. Responds to requests for information and referrals

**Meeting Attendance:**

1. Attends Legal Team and Coalition staff meetings
2. Attends trainings and conferences as needed

**Other Duties:**

* Assists with intakes as needed
* Assists in Immigration Clinic outreach
* Perform other duties as assigned
* May assist in providing trainings on legal advocacy issues related to immigrant victims of domestic violence, sexual assault, stalking, and human trafficking

**Supervision:**

* Supervised by and accountable to the Supervising Immigration Attorney

**Hours of Work:**

* The Legal Secretary is a non-exempt part-time position. It is expected that the workload will be completed within 28 hours per week. Some weekend and evening work may be required

**Benefits and Leave:**

* The Legal Secretary is entitled to all benefits and leave time as described in the personnel policies and procedures

**Qualifications:**

1. Consistent punctual attendance
2. Minimum 1 year experience in secretarial or administrative experience, preferably in the legal field
3. Good oral and written communication skills
4. Verbal and written fluency in Spanish
5. Excellent computer processing
6. Ability to work with people from diverse backgrounds
7. Self-motivated
8. Excellent organizational skills with attention to detail
9. Ability to prioritize and complete tasks in a timely manner
10. Knowledge of domestic violence and/or sexual assault

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**Employee Legal Counsel**