



Legal Assistant Job Description

Community Resource Center (formerly Hispanic Resource Center) is a 501 (c)(3) community-based organization founded in 1998 to empower immigrant and low-income families by providing the resources and advocacy to help them become self-reliant and thriving members of the community.

CRC's Community Justice Program (CJP) Program started in 2015 to provide legal representation to low-income immigrants and long-time permanent residents. Our work began with one attorney's volunteer time for in-kind supervision and one CRC staff member providing services geared toward advocacy and empowerment. We seek support from a full-time Legal Assistant to support an existing Legal Team consisting of a Paralegal and an Attorney.

The Legal Assistant is a full-time position reporting directly to the Staff/Consultant Attorney.

Primary Responsibilities:

- Create and implement policies and procedures for intake, assessment, information management and client relations.
- Ensure that files are complete and organized; and
- Ensure that the calendar always up to date; Ensure that clients are updated on status of their cases.

Essential Functions:

- Maintain department staff calendar.
- Monitor New Inquiry spreadsheet.
- Process inquiries by entering them into MyCase
- Complete intake interviews
- Prepare intake assessments for attorney to review.
- Process and respond to a high volume of client inquiries (for example: explanation about questionnaires, status updates and document verification).
- Contact Client & Update MyCase when new receipt notices are received.
- Use firm systems to open & create client-matter numbers, digital and physical files.
- Assist on the creation of ad hoc reports as requested by the Attorney or other members of the Legal Team

Secondary Functions:

- Follow up on a daily basis clients for any documentation and/or questionnaires that have not been submitted
- Scan and organize files/documents, as needed.
- Coordinate and schedule client calls/meetings
- Create and organize physical and digital case files.
- Update case status of clients daily
- Scan and save case files to the firm document management system.
- Close files that are not engaged or are no longer active
- Translations as needed

Position is full-time and salary is \$35,000 per year.

To apply for this position, please send your resume and cover letter to Luis Zarate at Lzarate@crcny.org. Applications will be reviewed on a rolling basis until the position is filled.