



May 21, 2024

**ADMINISTRATIVE SECRETARY / LEGAL ASSISTANT (AS/LA)  
Family Law Unit**

**Greater Boston Legal Services is an Affirmative Action / Equal Opportunity / Accessible Employer and strives to ensure that our staff members reflect the diversity of the communities we serve.**

GBLS seeks a qualified candidate to immediately fill an AS/LA position whose primary responsibility will be to support the work of the Family Law Unit (FLU). The FLU represents clients in a range of contested family law matters. The majority of our clients are survivors of domestic violence.

The AS/LA will be responsible for performing a wide variety of administrative/legal assistant work in support of staff members and the smooth functioning of the FLU. This work includes:

- assisting unit members with tasks relating to office administration, such as handling incoming and outgoing mail, copying, and check requests; maintaining petty cash account and reporting on client trust accounts; internal case closing, tracking, and filing; and preparing agendas and sending reminders for weekly unit meetings
- assisting unit members with tasks relating to litigation support, such as tracking court dates, scheduling interpreters, filing pleadings with courts, compiling client documents, document redaction, and preparation of trial binders;
- communicating in-person and by email and telephone with potential and ongoing clients;
- using GBLS' case management database to enter case data, check for case conflicts, and assist in preparing grant reports;
- where appropriate, providing limited interpreting and translating;
- preparing and/or organizing case related documents; and
- participating in orientations and trainings for student interns, new staff, and volunteers.

A strong candidate will excel in the following areas:

- interpersonal skills, including when asking/hearing details about domestic violence
- written and verbal communications
- attention to detail
- planning
- compassion

A strong candidate will be able to:

- organize and prioritize tasks;
- work well both independently and as part of a team;
- respond to urgent case or client matters;
- maintain confidentiality;

- use software such as Microsoft Office 365, Word, Excel, and Outlook; and
- speak at least one language in addition to English, with a preference for fluency in Spanish, Portuguese, or Haitian Creole.

Salary is based on a union scale with annual raises and in which, for example, someone with 4 to 6 years of experience would earn between \$45,500 and \$47,500, with an additional \$950 annual payment for second language ability. GBLS offers a generous benefits package including low-cost comprehensive health insurance, retirement contribution, paid time off, and ongoing professional development opportunities. GBLS currently has a hybrid work model.

Interested candidates should submit letter of interest and resume to the GBLS Human Resources Team via email to [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to **Job Code FLU-ASLA** when applying for this position. Applications will be accepted until the position is filled but applicants are encouraged to submit applications by **June 9, 2024**.

**GBLS values diversity and encourages applicants from a broad range of backgrounds and experiences.**