

# SOUTH COASTAL COUNTIES LEGAL SERVICES, INC.

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Administrative Office  
22 Bedford Street, P.O. Box 2507  
Fall River, MA 02722-2507

TEL (508) 676-5022  
FAX (508) 676-8657

## ADMINISTRATIVE SECRETARY

South Coastal Counties Legal Services, Inc. (SCCLS), a non-profit legal services program providing free civil legal assistance to eligible low-income and elder residents, is hiring a full-time Administrative Secretary to support the work of its staff in the Brockton, MA office.

The Organization: SCCLS is the principal provider of free, civil legal aid to low-income families, individuals, and elders in Southeastern Massachusetts. SCCLS' core mission is to achieve justice for eligible clients through community-based advocacy. SCCLS, not including its subsidiary, supports four law offices located in Brockton, Fall River, New Bedford and Hyannis. SCCLS provides legal assistance in over 4,000 cases each year with a focus on direct representation and litigation, sponsors numerous community legal education and outreach events, and nurtures strong relationships with community groups and human service organizations.

Principal duties, as may be modified accordingly based on the needs of the office., shall include, but not limited to, the following:

1. Providing direct support to the Managing Attorney of the office in which the Administrative Secretary is located in the fulfillment of their official responsibilities.
2. Coordinating with all legal secretaries, to ensure the smooth flow of work through the office and to distribute the workload equitably.
3. Supervising the referral of all incoming calls for assistance.
4. Maintaining clients' accounts, office petty cash, and all office docket control and other files, if so assigned.
5. Assembling office forms and statistics and filing and transmitting to others as appropriate.
6. Maintaining office supplies and routing supply requisitions and purchase orders.
7. Assisting in equipment and resource inventories.
8. Acting as office or unit timekeeper if so assigned.
9. Assisting in the training and orientation of new personnel.
10. Opening and closing cases and assembling office forms, statistics and filing, compiling information with regard to office caseloads and transmitting to others as appropriate.
11. Maintaining and servicing office equipment, including but not limited to:
  - a. postal machine
  - b. fax machines
  - c. TTY
  - d. photocopier
  - e. computers and peripherals
12. Maintaining staff attendance records as directed by the Managing Attorney.
13. Working with the Managing Attorney to ensure front office coverage.
14. Training or overseeing the training of new clerical employees.
15. Consulting with the Managing Attorney about circumstances affecting the operations of the front office.
16. Use any available language skill which they possess to assist clients whether or not a multi-lingual increment has been approved; however, translation activities shall be commensurate with the administrative secretary's knowledge and experience and with the demands of other activities in the administrative secretary's individual work plan, if any.
17. Order and maintain an adequate supply of client informational pamphlets for the office.
18. Performing other duties as are reasonably related to the functions of an Administrative Secretary as set out in this job description, as assigned by the Managing Attorney/Executive Director or designees.

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South Coastal Counties Legal Services is funded by individuals, corporations, municipalities, foundations, and the following partners:



SCCLS is a 501(c)(3), not for profit agency. All funds received by SCCLS are spent in accordance with the Legal Services Corporation Act of 1974, as amended 1977, 42 U.S.C. §§ 2996 et. seq., its implementing regulations, 45 C.F.R. § 1600 et. seq., and other applicable law.

Qualifications:

1. Bachelor's degree or equivalent experience required; commitment to working clients from all backgrounds who may have experienced poverty, trauma or discrimination required;
2. Prior experience advocating or serving the needs of those clients desirable; experience with case management desirable; experience with community education desirable, and prior experience working as An Administrative Secretary or in a similar role desirable;
3. Knowledge and experience in various areas of the law desirable, especially with housing, benefits, elder, family law, and consumer legal issues;
4. Ability to work independently and as a team member; goal and detail oriented with ability to prioritize;
5. Ability to work effectively with people from diverse cultures, with diverse opinions and values, including with staff, volunteers, students, community members and funders;
6. Fluency in a second language which reflects our client communities (Spanish, Portuguese, Cape Verdean Creole) strongly preferred;
7. Ability to be flexible and multitask; willingness to become familiar with a variety of substantive law matters; ability to establish hybrid client and colleague relationships with a combination of in-person and remote work;
8. Proficiency with Microsoft Office Suite, social media or graphic design; familiarity with other technology platforms desirable. Willingness to become effective and efficient in use of case management system required.

COMPENSATION AND BENEFITS: SCCLS offers competitive compensation based on comparable public interest salaries and commensurate with experience with a salary scale started at \$50,100 a year. Multi-lingual annual increment to base salary may be added for demonstrated language skills (written, oral, or both). Generous benefits and leave offered.

APPLY: For full consideration, submit resume, three (3) professional references, and cover letter to: Lissi Thelin at [lthelin@sccls.org](mailto:lthelin@sccls.org) with subject line: ADMIN SEC. Please note, the Brockton Office described is for the new SCCLS office opening in the city and not the Justice Center of Southeast Massachusetts.

SCCLS is an Equal Opportunity Employer, and we welcome applicants from a broad range of backgrounds and experiences. We strive to foster a healthy, inclusive environment where all staff, clients, and community members are valued, empowered and recognized, especially individuals who come from marginalized communities that are often under resourced, underserved, and underrepresented.