



**Pursuing Fair
and Equal Justice**

LEGAL ASSISTANT JOB ANNOUNCEMENT

Eastside Legal Assistance Program (ELAP) is a nonprofit organization that provides free civil legal services in communities throughout King County. We work with individuals and families in our region who can't afford a lawyer, including domestic violence survivors, veterans, seniors, immigrants, and low-income tenants.

This is a dynamic opportunity to make equal access to justice in our community a reality. The legal assistant hired for this position will support the staff attorneys in providing legal assistance to low-income residents of King County. The ideal candidate will be highly detail oriented and a strong verbal and written communicator, demonstrate commitment to civil legal aid and working with low-income, diverse, and marginalized communities. Candidates must be team players. This is a grant-funded position from an award by the City of Seattle's Gender-Based Violence Survivor Services.

RESPONSIBILITIES

- Work closely with staff attorneys in all aspects of client cases;
- Assist with legal tasks and administrative support as needed including, but not limited to, preparing pleadings, drafting and editing documents, and managing client correspondence;
- Assist in filing court documents and preparing for hearings;
- Assist in legal research, gathering case information, and reviewing records;
- Communicate regularly with advocates, clients, and attorneys;
- Coordinate client scheduling;
- Accurately maintain client files in the case management system (LegalServer);
- Track and analyze data to assist in reports for grants and funders;
- Manage litigation and program calendars;
- Plan and coordinate workshops, CLEs, and presentations;
- Work closely with the Legal Director on other administrative tasks as needed.

QUALIFICATIONS:

- Bilingual candidates are strongly encouraged to apply;
- Two years' experience in working in a legal setting, or a combination of education and/or training;
- Outstanding verbal, written and interpersonal skills;
- Highly organized and detail-oriented;
- Intermediate computer knowledge, LegalServer experience a plus;
- Knowledge of King County Superior Court and Local Court Rules a plus;
- Must be able to commute to the ELAP's Bellevue office and community partner organizations

HOURS, SALARY, AND BENEFITS

HOURS: 40 hours/week

SALARY: \$52,050 - \$56,000 per year DOE

BENEFITS: Medical/Dental/Vision and Life Insurance, 401(k) with match, 12 paid Holidays, week between Christmas Day and New Year's off, paid Vacation, and paid Sick Leave

LOCATION: Hybrid-remote; 20% on site at ELAP's office in Bellevue, and occasional travel to partner organizations throughout King County
REPORTS TO: Legal Director

TO APPLY

Priority will be given to resumes received by March 10th. Please send resume and cover letter to ngoc@elap.org. The position will be open until filled.

EQUITY AND INCLUSION

ELAP is organizationally committed to fighting racism and incorporating equity and inclusion in our advocacy work and our internal systems and work environment. ELAP expects all staff to uphold this organizational commitment and approach their role with a desire to learn and grow in this area. As with all staff, the attorney filling this role will be expected to center race equity in their work and support ELAP's goal to operate as an anti-racist organization.

ELAP is an equal opportunity employer and complies with all applicable federal, state, and local laws prohibiting employment discrimination. ELAP promotes mutual respect, acceptance, teamwork, and productivity in the workplace. People of color, immigrants, women, LGBTQIA, those with disabilities, mature workers, and other underrepresented and historically marginalized groups are strongly encouraged to apply. ELAP is committed to operating as an organization whose staff, board, and clients are diverse in background, experience, race, color, national origin, gender, age, religious preference, marital status, sexual orientation, gender identity, gender expression, sensory, mental or physical abilities, veteran status, and other qualities that strengthen our work while reinforcing our mission.

REASONABLE ACCOMMODATION

Individuals needing a reasonable accommodation for the application or interview process or more information about the position should email Ngoc Nguyen, Chief of Staff, at ngoc@elap.org.

