

September 12, 2013

Job Announcement - Administrative Assistant/Executive Secretary

MFY Legal Services, Inc. (MFY), a non-profit legal services organization that provides free civil legal services to low-income New Yorkers, is hiring an Administrative Assistant. The Administrative Assistant/Executive Secretary will be part of a four-person support team that interacts with clients personally and by telephone and assists attorneys in serving clients. We are seeking an energetic individual who supports MFY's mission to provide greater access to justice to low-income New Yorkers and is willing to work as part of a team to complete a variety of tasks accurately and efficiently.

Responsibilities include, but are not limited to:

- Answering and directing phone calls
- Providing telephone referral to callers who cannot be served by MFY
- Greeting and checking in visitors and clients at the front desk
- Typing correspondence and legal papers
- Ordering supplies and equipment
- Monitoring and making arrangements for proper maintenance of the office
- Handling daily clerical duties, such as distributing mail and faxes, sending faxes, copying, opening and closing case files, including collecting data required for reporting
- Filing papers in court, copying court records and messenger duties
- Maintaining mailing lists and list-serves, producing labels, mail merged letters, and spreadsheets
- Conducting and assisting with client intake and translating for clients
- Assembling legal documents, including preparing tables of authorities in legal briefs, and filing papers in various courts' electronic filing systems
- Scanning, sending and tracking electronic documents
- Preparing mailings, spreadsheets, and charts
- Running queries and preparing reports from the case management database

Requirements:

- Commitment to helping low-income New Yorkers resolve civil legal problems
- Excellent interpersonal skills and courteous telephone manner
- Well organized and able to multi-task
- Ability to enter complex data accurately and efficiently
- Proficiency in Word and Excel
- Knowledge of file management databases and software a plus
- Fluency in Spanish required; additional language such as a dialect of Chinese a plus
- College degree a plus

Salary is pursuant to a collective bargaining agreement with excellent fringe benefits. For further information about MFY, please go to www.mfy.org.

Applicants should submit cover letter and resume addressed to Jeanette Zelhof, via e-mail to jbistoury@mfy.org with **Administrative Assistant/Executive Secretary** in the subject line. Applications are due September 19, 2013. Early applications are appreciated. Due to the volume of resumes received for recent postings, we will respond only to applicants selected for interviews.

MFY IS AN EQUAL OPPORTUNITY EMPLOYER.