

June 13, 2016

## **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/Executive Secretary (AA/ES). As a member of a skilled administrative team, the AA/ES will support office operations, assist attorneys and paralegals to serve clients, and interact with clients personally and by telephone. We are seeking a person who wants to work in a fast-paced environment and who is eager to learn how a law office functions and to make a difference in the lives of low-income New Yorkers.

### **Responsibilities include, but are not limited to:**

- Conducting and assisting with client intake
- Answering and directing extreme high volume of calls
- Interpreting for clients
- Greeting and checking in visitors and clients at the front desk
- Handling daily clerical and office support duties
- Filing papers in court, copying court records and messenger duties
- Assembling legal documents, including preparing tables of authorities in legal briefs, and filing papers in various courts' electronic filing systems
- Designing and running queries in and preparing reports from a case management database
- Maintaining mailing lists and list-serves, producing mail merged letters
- Creating mailings, spreadsheets, and charts

### **Requirements:**

- Excellent interpersonal skills and courteous telephone manners
- Well organized and able to multi-task
- Ability to enter complex data accurately and efficiently into computer database
- Proficiency in Microsoft Office
- Knowledge of file management databases and software a plus
- Fluent in Spanish required
- Commitment to helping low-income New Yorkers resolve civil legal problems
- College degree

**Salary** is pursuant to a collective bargaining agreement with excellent fringe benefits. For further information about MFY, please go to [www.mfy.org](http://www.mfy.org).

Applicants should submit cover letter and resume addressed to Juliette Bistoury, via e-mail to [jbistoury@mfy.org](mailto:jbistoury@mfy.org) with **Administrative Assistant/Executive Secretary** in the **subject line**. Applications are due June 24, 2016. Early applications are appreciated and interviews will be on a rolling basis. 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.**

People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.