

May 2, 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
- Fluency 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.

Applicants should submit cover letter and resume addressed to Juliette Bistoury, via e-mail to ebrown@mfy.org with **Administrative Assistant/Executive Secretary** in the **subject line**. Applications are due May 20, 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.