

April 6, 2015

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 four-person 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 an energetic person 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 telephone calls
- Interpreting for clients as needed
- 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 Word and Excel
- Knowledge of file management databases and software a plus
- Proficiency in Spanish or a dialect of Chinese required
- Commitment to helping low-income New Yorkers resolve civil legal problems
- 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 Juliette Bistoury, via e-mail to jbistoury@mfy.org with **Administrative Assistant/Executive Secretary** in the subject line. Applications are due April 17, 2015. 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.

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