



# UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

As the University of California's first law school, UC Hastings College of the Law boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco's Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,300 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a warm-hearted, deeply committed group of co-workers, a dynamic community of faculty and students, as well an excellent benefits package.

## ADMINISTRATIVE SUPPORT COORDINATOR Civil Justice Clinic

Classification: Full Time/Regular/Exempt

Hiring Salary Range: \$55,000 - \$67,000 annually (commensurate with qualifications)

Posting Date: December 15, 2011

### THE ROLE

Under the general supervision of the Director of the Civil Justice Clinic, the Administrative Support Coordinator is responsible for the coordination of the administrative components of the Clinic.

### RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Assist Director with program administration;
- Initiate, create, and develop policies, procedures, and systems;
- Anticipate office and staff needs;
- Manage case and office calendars;
- Prepare court pleadings, including cite checking, table of contents and table of authorities;
- Provide legal secretary support re: outgoing document production, service, and court-filing;
- Provide case-file maintenance and systems management (includes lifting heavy boxes);
- Locate qualified interpreters;
- Train students on CJC computer and media use, office systems, file maintenance, legal document production, service, court-filing;
- Run Conflict Checks for the office;
- Draft pertinent portions of and revise Independent Consultant Agreements, and coordinate and manage ICA process;
- Prepare and manage budget and P-card; process CJC bills for payment;
- Make deposits, obtain Hastings petty cash reimbursements; order supplies; purchase stamps;
- Manage Trust Fund account;
- Manage CJC Clinics applications and registration process;
- Assist in revising CJC brochure and posting on Hastings web page;
- Coordinate CJC events;
- Provide first level trouble-shooting of CJC computers and equipment;
- Write instruction sheets and manuals, or update same, as needed;
- Manage, update CJC alumni database, maintain alumni files;
- Manage, update CJC alumni web pages;
- Create CJC newsletter in summer - solicit contributions, edit, write intro, update CJC alumni database, email and mail to all CJC alumni;
- Perform other job-related duties as requested by the Clinic Director.

## REQUIREMENTS

### EDUCATION AND EXPERIENCE

- High School or its equivalent and a minimum of five years of combined experience as a legal secretary, paralegal and/or law office administrator.

### KNOWLEDGE, SKILLS & ABILITIES

- Must have strong knowledge of legal forms, documents, and terminology; law office procedures and practices;
- Must have excellent proofreading skills;
- Must be able to multitask and adapt quickly in a sometimes fast-paced environment;
- Must have excellent business English, spelling, grammar, and punctuation, and writing skills;
- Must be proficient with WordPerfect 3x, Word 07, Excel 07, Acrobat 9, Outlook 07.
- Must be able to communicate effectively orally and in writing;
- Must be able to supervise and work with others in collaborative, teamwork approach.

### BENEFITS

- Health, dental and vision care insurance plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- 3+ weeks of vacation starting the first year for full- time employees
- 8 hours accrued sick leave per qualifying month of service for full-time employees
- Thirteen paid holidays per year
- Credit Union
- Pre-Tax Transport Program

### THE HIRING PROCESS

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Administrative%20Support%20Coordinator%20-%20Civil%20Justice%20Clinic> **Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.**

**\*\*This position has been designated as "sensitive" and requires a pre-employment background check.**

### WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. **A skills assessment will be conducted to determine if the minimum requirements are met.** Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. The position is open until filled.

*UC Hastings College of the Law is an Equal Opportunity Employer*