TITLE OF POSITION/RANK: Legal Secretary, Level 7

DEPARTMENT: Law School, Lincoln Center

RESPONSIBILITIES:

- Assists Associate Dean for Experiential Education, Clinical Director, Clinic Manager and faculty in all administrative matters relating to Clinical & Experiential Programs. Reports to Clinic Manager.
- Coordinates executive communications - including taking calls, responding to emails and interfacing with University departments.
- Manages travel itineraries, handles reimbursements on miscellaneous financial expenses, performs general secretarial work – including scheduling meetings/appointments, proofreading, editing documents, maintaining organized files, etc.
- Assists faculty and students in at least two clinics to prepare legal documents and maintain client files - including opening files, closing files, archiving, and legal mail.
- Instructs incoming students in the use of Time Matters case management software, Outlook e-mail, remote access system and other clinic specific applications.
- Acts as liaison and possible interpreter/translator among faculty members, clients, their families, witnesses, opposing attorneys and students who represent live matters. Assists in arranging interpretations and translations for client meetings, court appearances or hearings.
- Assists faculty with course work, articles and publications.
- Coordinates information regarding clinic classes and cases between students and faculty.
- Uses Westlaw, LexisNexis and the Internet for legal research.
- Assists in special events and in the production of clinic brochures, flyers and information sheets.
- Disseminates information to students who inquire about various clinical offerings.
- Processes invoices, check requests and other administrative tasks as needed.
- Troubleshoots clinic computers and software.
- Coordinates and administers extensive clinical databases, and/or, is the point person with Time Matters technical support, LawNet, the Law School’s ISP Department and consultants.

QUALIFICATIONS:

- HS Diploma required; B.A. preferred
- Two years of legal experience preferred.
- Fluency in Spanish preferred.
- Must be able to uphold a strict level of confidentiality, meet deadlines, and be organized and able to manage projects and assignments with little supervision.
- Must have strong interpersonal and communication skills.
- Must possess excellent computer skills needed in Word, Excel, PowerPoint, and Westlaw.
- Mandatory Competency Testing
- Demonstrated Writing Ability

SALARY: $2,325.37 bi-weekly

FLSA CATEGORY: Non-exempt

START DATE: As soon as possible

SUBMIT LETTER & RESUME TO: Candice Adams
Clinic Manager for Clinical & Experiential Programs
caadams@law.fordham.edu
Please, no phone calls

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