CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Legal Secretary, Level 7

DEPARTMENT: Fordham Law School
Clinical & Experiential Programs
Lincoln Center

RESPONSIBILITIES:

• Assists Clinic Manager and faculty in all administrative matters relating to Clinical & Experiential Programs. Reports to Clinic Manager.
• Assists faculty and students in at least three 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 interpretation and translations for client meetings, court appearances or hearings.
• Assists faculty with course work, articles, and publications.
• Uses Westlaw, LexisNexis, and the internet for legal research.
• Coordinates information regarding clinic classes and cases between students and faculty.
• Manages travel itineraries, handles reimbursements on miscellaneous financial expenses, performs general secretarial work – including scheduling meetings/appointments, requesting room reservations, proofreading, editing documents, maintaining organized files, etc.
• 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.
• Performs other duties as assigned.

QUALIFICATIONS:

• High School diploma or equivalent required. Bachelor’s degree preferred.
• Two years of legal experience preferred.
• Must be able to uphold a strict level of confidentiality, meet deadlines, be organized, and be able to manage projects and assignments with little supervision.
• Must be able to work strategically within a team structure as well as independently, multi-task, work under tight deadlines and to be flexible.
• Strong record keeping skills, including ability to synthesize lots of quantifiable and quantitative data into clear, plain language and readable charts and checklists.
• Excellent interpersonal skills and demonstrate ability to effectively communicate with individuals from diverse backgrounds, stakeholders, and people in crisis.
• Computer proficiency sufficient to independently review and generate material relevant to the position, especially in Word, Excel, PowerPoint, and Westlaw and other standard data management systems required.
• Mandatory Competency Testing
• Demonstrated Writing Ability

SALARY: $2,461.00 Bi-Weekly

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: Charnyl Revere
Managing Director
Clinical & Experiential Programs
crevere@law.fordham.edu

No phone calls, please.

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