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JOB ANNOUNCEMENT
Document Specialist
(Temporary
Full-Time Position)

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row. We are looking for extraordinary people to help us end homelessness in Los Angeles. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC fights for justice for low-income tenants, working-poor families, people who are disabled or homeless, people living with HIV/AIDS, and homeless veterans. Over the next six months, we will add a dozen talented and diverse lawyers, paralegals, and other staff to our team so that we can serve far more people.

Position Description: ICLC seeks a talented Document Specialist for a temporary full-time assignment. The Document Specialist will provide support to ICLC's legal teams by maintaining and improving ICLC's case management systems in order to support the provision of high quality and professionally responsible legal work, along with tracking deliverables and outcomes critical to obtaining and retaining funding.

The Document Specialist's first and foremost responsibility is assuring the timely opening and closing of digital files for clients and cases in ICLC's case management system. Additional critical responsibilities include cataloguing closed paper case files and managing offsite storage of those file and other organizational records. The Specialist will work with the Director of Legal Services and others to implement and maintain a system of regular data quality checks to assure accuracy of information in the digital case management system. The Specialist will be responsible for editing intake and closing forms, performing data exports, and producing reports for team and grant reporting. Additional responsibilities include being a point person for ICLC's case management system, and coordinating related trainings and meetings with the system's consultant. The Specialist will oversee ICLC's room reservation system, coordinate monthly staff meetings, manage the Director of Legal Services' schedule and perform other duties supporting the work of the Director of Legal Services and legal teams.

Hiring Criteria: Commitment to ICLC's mission and values. Ability to communicate diplomatically, clearly and effectively both orally and in writing. Strong computer and data-entry skills, including Excel, internet, Outlook and Word. Knowledge of Time Matters or similar case management system. Demonstrated ability to organize large amounts of data, and able to establish schedules and performance indicators. Ability to work well with all levels of personnel. Detail-oriented, organized, self-motivated and able to meet deadlines. Type a minimum of 50 wpm.

Education: Bachelor's degree or four years' relevant experience.

Compensation: Salary commensurate with qualifications and experience. Excellent benefits.

How To Apply: Cover letters and resumes are reviewed upon receipt and well-qualified applicants will be invited to interview right away. To apply, please email your resume, cover letter detailing interest in the position, and three references to Ketayma Stewart, Hiring Consultant at careers@innercitylaw.org.

ICLC is an equal opportunity employer and all qualified applicants will receive consideration without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, marital status, or medical condition. All qualified applicants with criminal histories shall be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.