



## **JOB ANNOUNCEMENT**

### **Administrative Clerk Homeless Veterans Project (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 about a dozen talented and diverse lawyers, paralegals, and other staff to our team so that we can serve more clients.

**Position Description:** Inner City Law Center seeks an Administrative Clerk to provide support to ICLC's Homeless Veterans Project. The position will manage a high volume of case files and documents and will focus on improving and maintaining the client files and requesting needed records for our veteran clients. The Administrative Clerk will maintain a system for efficient, speedy, and timely processing of outgoing records requests and track requests to assure deadlines are met and documented. Our work requires detailed requests to large bureaucracies and the Administrative Clerk will need to think creatively to retrieve and track critical documents. The Administrative Clerk will be responsible for following up on record requests submitted to government agencies, hospitals, jails/prisons and other institutions, and being thorough in their follow-up.

The Administrative Clerk will also provide administrative support to the team attorneys including assistance with calls to clients, calendaring, copying, and filing. Additional responsibilities include opening, closing, and maintaining paper files including gathering hard copies and uploading documents to the digital case file. The Administrative Clerk will perform other duties as needed.

**Hiring Criteria:** Commitment to ICLC's mission and values. Able to communicate diplomatically, clearly and effectively— both orally and in writing. Strong computer and data-entry skills, including internet, Outlook, Word, and Excel. Knowledge of Time Matters or similar case management system a plus. Demonstrated ability to organize large amounts of data. Ability to work well with all levels of personnel and support the team's needs. Detail-oriented, organized, self-motivated, willing to learn, and able to meet deadlines. Type a minimum of 50 wpm. Qualified Veterans are encouraged to apply. Must have at least one of the following to qualify for the position: (1) 4 years of relevant experience, (2) an Associates or equivalent graduate degree in a related field, or (3) a combination of the education and experience as described prior.

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

**How to Apply:** Priority will be given to applications received by August 14, 2019. However, we will accept applications until the position is filled. To apply, please email your cover letter setting forth interest in the position and resume to Anna Carrillo, HR Coordinator at [careers@innercitylaw.org](mailto:careers@innercitylaw.org).

*ICLC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status or medical condition.*