



## JOB ANNOUNCEMENT

### **Administrative Clerk Lawyers Preventing and Ending Homelessness Project (Full-Time Position)**

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row in Downtown Los Angeles. 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 have disabilities or are experiencing homelessness, 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:** ICLC seeks an Administrative Clerk to provide support to ICLC's Lawyers Preventing and Ending Homelessness Project ("PEHP"). This exciting new project creates and implements best practices in ending and preventing homelessness. ICLC is leading a collaboration of seven legal services organizations that are partnering with traditional homeless services providers within L.A. County's Coordinated Entry System.

The primary responsibility of the Administrative Clerk is supporting a team of attorneys, paralegals and other staff providing clients who are currently experiencing homelessness or who are at imminent risk of homelessness with a broad range of legal assistance that removes barriers to getting and staying housed. Strategies include eviction defense; maximizing income through government benefits and increased employability; limited immigration assistance; record expungement; citation defense; credit improvement; debt reduction; and preserving and obtaining housing subsidies.

The Administrative Clerk will work as part of a team and will provide project-related clerical and other administrative support services to a team of attorneys and paralegals, including assistance with calls to clients, calendaring, copying, and filing. The Administrative Clerk will enter, track, and extract data from Excel spreadsheets and other data formats. Additional responsibilities include opening, closing and storing files, including uploading documents to the digital case file. The Administrative Clerk will also prepare documents and materials for training sessions and will perform other duties as needed.

**Hiring Criteria:** Commitment to ICLC's mission and values. Detail-oriented, organized, self-motivated and able to meet deadlines. Able to communicate diplomatically, clearly and effectively - both orally and in writing. Strong computer and data-entry skills, including Outlook and Excel. Demonstrated ability to organize large amounts of data, and establish schedules and performance indicators. Ability to learn and utilize databases, software, and case management systems. Ability to work well with all levels of personnel.

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

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

**How to Apply:** Applications will be accepted until the position is filled. To apply, please email your resume and cover letter to Anna Carrillo, HR Coordinator, at [careers@innercitylaw.org](mailto:careers@innercitylaw.org). Applications will not be considered if both resume and cover letter are not provided.

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.