

JOB ANNOUNCEMENT

Position: Legal Assistant or Paralegal

Reports to: Directing Attorney

Bargaining Unit: Yes

FLSA: Non-Exempt

Type: Full Time



Position Summary:

Centro Legal seeks a legal assistant or paralegal to support Centro Legal's workers' rights practice.

Centro Legal's Workers' Rights Practice provides comprehensive legal services to low-wage workers facing wage theft, discrimination, retaliation, and other violations of workplace rights.

The Workers' Rights Program represents low-wage workers in wage claims before the California Division of Labor Standards Enforcement (DLSE), in retaliation and discrimination claims before state administrative agencies, and provides advice, counsel, and pro per assistance related to the range of employment issues facing low-wage workers at our semi-monthly evening employment clinics. Centro Legal also works closely with low-wage worker organizers and worker centers to offer legal services and legal rights education in support of collective efforts to improve working conditions.

Responsibilities

- Assisting workers' rights attorneys in all aspects of legal representation for our clients;
- Conducting intake interviews in English and Spanish with potential clients under attorney supervision;
- Working closely with workers' rights attorneys to provide legal advice and brief services to Centro's clients through consultations, primarily conducted over the phone;
- Preparing client claims for unpaid wages and other complaints to file with administrative agencies;
- Tracking client intake and legal services through comprehensive data entry in Centro Legal's database, and careful file management;
- Administrative tasks, including scheduling appointments, printing/mailing documents, and filing court documents;
- Helping attorneys conduct community outreach events as well as any other appropriate community education events; and
- Performing other special projects and other duties as assigned by supervising attorneys in the workers' rights practice.

Qualifications

First and foremost, the applicant must profoundly share Centro Legal's mission and vision of radical, economic, social justice.

- High School diploma or GED required; Associate's or Bachelor's degree preferred;
- Strong verbal and written communication skills and the ability to relate to and communicate

with a broad range of clients and colleagues;

- Excellent word-processing and computer skills, including knowledge of Microsoft Word and Excel;
- Ability to communicate effectively with multiple attorneys supervising work on a variety of projects;
- Strong organization, attention to detail, and time management skills;
- Fluency in Spanish;
- Experience working with low-income, immigrant, and Spanish-speaking communities; and
- Demonstrated commitment to serving low-income and underserved communities, with an ability to relate to and communicate with a broad range of clients and colleagues.

Compensation

This is a full time non- exempt position that is competitive and commensurate with experience ranging from \$29.90 - \$34.42. This is a full-time non- exempt position. For senior status, the salary could range from \$33.81 - \$36.82. For senior status, with a potential to obtain senior salary after a year with the organization, if qualifications are met, including years of experience.

Benefits and Perks:

We offer a competitive and comprehensive benefits package to include: medical, dental, vision, long-term disability and life insurance.

- Medical coverage (Kaiser) will be provided at Centro Legal's expense covering 100%, and 50% for dependents, spouses, and partners. Our alternative health plans with United Health Care at an additional premium cost.
- Additional Benefits include: Health Care FSA, Dependent Care FSA, commuter benefits, pet insurance, and Employee Assistance Plan.
- PTO: Vacation: 0-1 year 16 days per year, 1-2 year 18 days per year, over 2 years 23 days per year, (1) paid wellness days per month, 12 sick days per year.
- Office Closure: 12 holidays + Winter break is 8 work days, to include the period from December 24th through January 1st

COVID 19 Policy

Proof of completed Covid-19 vaccination to include both shots of a two-dose vaccination regimen, or one dose of a single-dose vaccine, will be required for all employees (except for reasonable accommodations due to medical and/or religious beliefs). All employees must provide HR with their vaccination QR Code by going to <https://myvaccinerecord.cdph.ca.gov/>.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants should apply without delay. To apply, please send a brief cover letter, resume, and list of three professional references by email to jobs@centrolegal.org, with the subject line, **"Workers' Rights Legal Assistant or Paralegal"** in the subject line.

POSITION OPEN UNTIL FILLED

About Centro Legal de la Raza

Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant, low-income, and Latino communities through bilingual representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, ensuring access to justice for thousands of individuals and families each year throughout Northern and Central California. For more information, please visit our website:

<https://centrolegal.org/>

Diversity Statement

Centro Legal is an equal employment opportunity employer and shall not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ethnicity, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, service in the uniformed services or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDs status, conviction/incarceration history (subject to any requirements, exceptions or limitations provided for in the Fair Chance Act or other applicable federal, state, and local law), political affiliation, Union activity, or any other basis prohibited by law. Centro Legal also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.