



Center for Public
Representation

LEGAL ASSISTANT/OFFICE MANAGER

The Center for Public Representation is seeking to hire a Legal Assistant/Office Manager in its Northampton, MA office.

About CPR

CPR is a non-profit, public interest legal organization dedicated to protecting and enforcing the civil rights of persons with disabilities. CPR uses legal strategies, including systemic reform litigation, and policy advocacy to promote the integration and full community participation of persons with disabilities. Working on state, national, and international levels, CPR is committed to equality, diversity, and social justice in all its activities. For more information about CPR and its work, visit www.centerforpublicrep.org.

Position Overview

The Legal Assistant/Office Manager is responsible for providing clerical, legal support, and administrative assistance to CPR's attorneys in the performance of their duties. The Legal Assistant/Office Manager also is responsible for maintaining office services by organizing office procedures; reviewing and approving supply requisitions; and assigning and monitoring daily office needs. The position is based in CPR's Northampton office, while CPR's attorneys work from multiple locations.

Responsibilities

Job duties of the Legal Assistant/Office Manager include but are not limited to:

- Assist attorneys with document preparation and finalization, including proofreading, formatting, and compliance with electronic court filing requirements
- Assure proper and timely electronic or other filing of documents with federal and state courts, including complaints, motions, briefs, and attorney admission documents
- Create and manage case files and dockets
- Assist attorneys with the management of cases, including managing calendars, tracking litigation tasks, and conducting research projects as assigned, including obtaining information from PACER, Westlaw, and other databases
- Assist in the operation of CPR's Social Security project, including screening and intake of potential clients, making appropriate referrals, and, with appropriate legal supervision, providing substantive information
- Manage library subscriptions
- Assist with the day-to-day operations of the Northampton office including answering calls, assisting visitors, responding to requests made via email and the CPR website, and helping to address issues with office equipment
- Perform Intake and Referral services

- Assist attorneys with travel arrangements
- Order office and kitchen supplies, approving vendors' invoices
- Manage phones, phone extensions and phone lists, internet and phone system
- Manage day-to-day office operations, including serving as the point of contact for CPR's landlord; addressing office maintenance and repair issues and identifying and managing vendors for necessary office functions such as copying, shredding, janitorial services and trash removal
- Maintain furniture/equipment inventory
- Help orient new interns and assist with hiring, training, and supervision of work-study students
- Perform other tasks and ongoing duties as may be assigned by the Executive Director

Qualifications

- At least five years of experience as a legal secretary and some experience in office management
- A Bachelor's degree preferred
- Highly dependable, flexible, hard working, self-motivated, dedicated member of a team and possess a multi-disciplinary skill set
- Excellent communication skills
- Strong attention to detail
- High degree of accuracy and excellent proof reading skills
- Excellent day-to-day organizational skills, including the ability to assess and prioritize work assignments and move multiple assignments forward simultaneously
- The ability to work under time constraints and meet deadlines; ability to handle highly confidential matters
- Proficiency with Microsoft Office 365, including Word, PowerPoint, and Excel, as well as Adobe Acrobat, legal document management, and other commonly used legal office software
- Proficiency, or the ability to quickly reach proficiency, with electronic filing systems used in federal and state courts (e.g., PACER) as well as with Westlaw
- Familiarity with legal terms, legal research databases, and legal pleadings
- Demonstrated commitment to working on behalf of disadvantaged individuals and communities
- Commitment to racial and economic equity

Salary and Benefits

CPR offers a competitive salary commensurate with experience. CPR employees have access to an excellent benefits package, including health insurance; disability insurance; paid time off, including vacation, sick, and personal days; retreat time; a flexible spending account; and a 403(b) retirement plan.

How to Apply

Please send a cover letter and resume to the following email address: info@cpr-ma.org. Please include “Legal Assistant/Office Manager” in the subject line. The deadline for applications is September 30, 2021. CPR is unable to respond individually to each applicant but will contact you if you are selected for an interview.

CPR is an equal opportunity employer. CPR does not discriminate against employees, applicants, or any other covered persons on the basis of race, ethnicity, color, gender, age, religion, national origin, sexual orientation, gender identity or expression, disability, marital status, veteran status, pregnancy and pregnancy-related conditions, including breastfeeding, or any other legally protected status.

CPR encourages qualified candidates of all backgrounds and identities to apply for this position. People with disabilities and people of color and bilingual individuals are strongly encouraged to apply.

CPR is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of your disability for any part of the application process, please contact info@cpr-ma.org and state the nature of your request and contact information. Disability-related information that is disclosed via the application process will be kept confidential.