

Bilingual Legal Assistant

Join an organization dedicated to improving our community through programs that provide equal access to legal services. The **Cooperative Restraining Order Clinic (CROC)** currently has an exciting opportunity for a **Bilingual Legal Assistant** to become part of our team!

About CROC:

CROC assists domestic violence, sexual assault, and stalking survivors in San Francisco in obtaining restraining orders against their abusers. CROC is made up of four member agencies: API Legal Outreach; Bay Area Legal Aid; the Riley Center of St. Vincent de Paul Society; and the Justice & Diversity Center of The Bar Association of San Francisco. Our office is located in the Inner Mission District of San Francisco.

About the Job:

The Legal Assistant will serve as the primary point of contact for CROC's Spanish speaking clients, answering phone calls, completing intakes with prospective clients over the phone and in person, performing interviews with clients, interpreting for CROC's attorneys in interviews, and providing accompaniment for clients at court hearings.

This is a full-time position and includes alternating Thursday evening hours and alternating Saturday day-time hours.

The successful candidate will have the following:

EDUCATION & EXPERIENCE

- ▶ Bachelor's degree preferred but not required
- ▶ Minimum one year of experience working with survivors of sexual assault, domestic violence or stalking

SKILLS & REQUIREMENTS

- ▶ Bilingual English / Spanish required (verbal and written fluency)
- ▶ Excellent interpersonal, verbal, and written communication skills in both English and Spanish
- ▶ Able to interact effectively with diverse populations and clients in crisis and to work calmly and effectively with drop-in clients and callers
- ▶ Able to work under pressure while managing multiple tasks in a fast-paced team-oriented environment
- ▶ Ability to work independently and as part of a team
- ▶ Knowledge of MS Office (Outlook, Word, Excel)
- ▶ Knowledge of Kemp's Case Works/Prime or other client databases helpful

Why Work For Us:

We offer a collaborative work environment, a progressive work culture, and a wonderfully diverse staff. Additionally, we are a mission and values based organization.

We also offer competitive pay and a generous benefits package that includes a choice of medical insurance plans, dental insurance, vision insurance, pretax commuter, health, and dependent care accounts, employer paid short- and long-term disability insurance, life insurance, and a retirement and profit-sharing benefit, and more!

To find out more about BASF, please visit our website at www.sfbar.org.

To Apply:

Starting salary is competitive with other nonprofits. CROC is strongly committed to diversity and encourages applications from people who can contribute to our diversity, including people with disabilities.

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply by **September 30, 2018**. Please submit cover letter, resume, writing sample and references to resumes@roclinic.org.

No phone calls please. Due to the amount of resumes we receive each day, we will not be able to respond individually with the status of your application.