

**YOUR SAFE HAVEN, INC. (YSH)**  
**JOB DESCRIPTION**

**JOB TITLE: LEGAL ASSISTANT/CLERICAL**

IMMEDIATE SUPERVISOR: STAFF ATTORNEY

EMPLOYMENT STATUS: PART TIME

STARTING SALARY RANGE: \$12.50 TO \$15.00/ HOUR

OVERALL RESPONSIBILITY: YSH is a comprehensive crime victims' organization. The Legal Assistant works specifically with domestic violence, stalking, sexual assault, and intimidation victims. Maintaining client confidentiality is of the utmost importance when the Legal Assistant interviews clients, maintains client files and prepares documents under the direction of the Staff Attorney.

**DUTIES:**

1. Answer phones and schedule appointments.
2. Update and maintain calendar, client files, and database.
3. Interview clients.
4. Prepare, review, and file pleadings, correspondence, and other documents.
5. Assist in court preparation.
6. Collect data and submit monthly and quarterly reports.
7. Understand family law and domestic violence issues.
8. Communicate effectively verbally and in writing.
9. Interact with diverse populations and other professionals.
10. Participate in relevant trainings, conferences, and seminars.
11. Collaborate with YSH staff and volunteers to promote the best interests of YSH and its service to the community.
12. Perform with minimal supervision.
13. Conduct legal research.
14. Assume additional duties as assigned.

**QUALIFICATIONS:**

1. Two years of experience.
2. Paralegal certification or equivalent experience preferred.
3. Computer proficiency required, specifically Microsoft Word, Outlook, and Excel.
4. Complete YSH's 65-hour counselor/advocate training.
5. Complete the Mandated Reporter training.
6. Uphold YSH's policies and procedures.
7. Maintain the confidentiality of YSH clients.
8. Understand and comply with the Pennsylvania Rules of Professional Conduct.
9. Have a valid Pennsylvania driver's license and the ability to be mobile.
10. Obtain required Act 33/34 and FBI clearances.
11. Participate in community education activities for YSH.

I have reviewed the above job description. I understand and accept the position as described. I understand that this position is based solely on the availability of grant funding. YSH reserves the right to change or modify this job description to benefit program services without notice to the employee.

\_\_\_\_\_  
Legal Assistant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Date

May 2020

EOE/AA