Bronx Legal Services is seeking an Executive Secretary to support the work of our office and our mission. This is a 1-year temporary position.

About the Organization:

Bronx Legal Services is the largest provider of free civil legal services in the Bronx, and one of the largest legal services offices in New York City. For more than fifty years we have been providing legal assistance to secure life’s basic necessities — the right to housing, food, clothing, safety, medical care, education, and economic security — for the residents of several of the poorest communities.

Role & Responsibilities:

We are seeking an Executive Secretary to support the work of our office and our mission. Executive Secretaries will be expected to work closely with directors, lawyers, clients, and community partners.

Responsibilities include:

- Maintaining court calendars;
- Ordering office supplies and equipment;
- Monitoring and making arrangements for proper maintenance of the office, its equipment and furniture, and carrying out instructions relating thereto;
- Creating and working with basic spreadsheets;
- Word processing, including mail merge functions;
- Copying and scanning documents;
- Familiarity with use of LawHelp and Language Line or other resources available to assist clients who need referrals or language assistance;
- Scheduling appointments, making telephone calls, and drafting basic correspondence, assisting with client-related matters including sending correspondence;
- Reviewing sorting, distributing, stamping, collecting and posting mail;
- Using current programs for word processing, database and information management and document preparation; typing correspondence and legal papers;
- Entering and tracking information in electronic format, including databases
- Interpreting, translating and using language assistance resources;

Experience and Qualifications:

- Experience working with a diverse low-income population; and ability to identify client’s needs quickly and accurately
- Excellent computer skills;
- Excellent writing, and communication skills;
- Prior relevant work experience; Post-high school education
- Experience entering and tracking information in electronic formats
- Proficient in Microsoft Suite;
- Bilingual in English and Spanish strongly preferred.
- Excellent organizational skills;

Health Recommendation

All employees are strongly encouraged to continue to receive and maintain up-to-date Covid-19 vaccinations unless they are unable to for medical or religious reasons.

How to Apply:

Salary is commensurate with experience. Benefits include excellent health and dental insurance, an employer contribution to a pre-tax 403(b) pension plan, and generous leave time.

To apply for the position, send a cover letter, resume, names of three references and one recent writing sample via e-mail to: Sandra Sanchez at Ssanchez@lsnyc.org. The e-mail should include “Executive Secretary” in the subject line. Only candidates selected for interviews will be contacted. No telephone calls.

Bronx Legal Services is an equal opportunity and affirmative action employer. People of color, women, people with disabilities, people over 40, and LGBTQIA+ people are all welcome and encouraged to apply.

Salary Range (Based on years’ experience):
- 1-10 years: $50,991 - $62,993
- 11-20 years: $64,004 - $72,651
- 21+ years: $75,404 - $82,266