

Queens Legal Services seeks an Executive Secretary II/Receptionist to start immediately.

Program Description:

Founded in 1967, QLS seeks equal access to justice for all low-income residents of Queens through a range of legal advocacy, education, and community partnerships. We provide free legal counseling, representation, and referrals in civil matters involving the essentials of life including housing, public and disability benefits, domestic violence prevention, consumer and homeowner protections, access to education, and employment rights to eligible low-income individuals and families. We work with our clients and partners to identify and address root causes for systemic inequalities in Queens and throughout New York City. We provide civil legal services from our office in Jamaica, Queens. We are part of a network of local programs that make up Legal Services NYC, the largest free civil legal services provider in the United States.

Responsibilities:

QLS is seeking an experienced administrative professional to support our work representing clients by performing tasks related to client services, office administration, and document management. This position is anticipated to work in person out of our office in Jamaica, Queens. The successful candidate will primarily be responsible for Executive Secretary II duties, which include the following:

- Handling petty cash, paying bills, preparing, authenticating, and submitting personal reimbursements, and assisting with other fiscal-related requests;
- Assisting with escrow under the supervision of the Director of Administration;
- Scheduling appointments, making telephone calls, and drafting basic correspondence;
- Ordering and maintaining office supplies and equipment;
- Assisting management with monitoring and ensuring maintenance of office-wide needs;
- Reviewing, sorting, distributing, stamping, collecting, and posting mail;
- Using current programs for word processing, database, and information management, and document preparation;
- Entering and tracking information in electronic format, including databases and grant management systems, and running reports with the data;
- Assisting in the maintenance of client and office-related files, including copying, scanning, and distribution materials, filing and assisting with requests related to preparing files for program audits;
- Providing administrative support for litigation and case advocacy;
- Providing information and referrals to clients and community members utilizing available internal and external resources;
- Using language-assistance resources, including translation and interpretation services available to assist LEP clients and community members.

In addition, the successful candidate will be the backup receptionist, providing lunch coverage and day off coverage.

How to Apply:

Interested candidates should email a cover letter, resume, and the names of three references with the Subject Line: "ExecSecl/Receptionist" to jobs@queenslegalservices.org. Only candidates selected for interviews will be contacted. No telephone calls, please.

QLS is an equal-opportunity employer and is committed to race, gender, and economic justice in our work and within our workplace. People of color, women, people with disabilities, LGBTQ+ people, and people over the age of 40 are welcome and encouraged to apply. QLS is a part of the Legal Services NYC network and provides competitive salary and benefits in accordance with the Legal Services NYC Collective Bargaining Agreement. Our staff are members of the LSSA/NOLSW UAW Local 2320.

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

Salary Range (Based on years™ experience):

- Step 1-10: \$51,883 - \$64,096
- Step 11-20: \$65,124 - \$73,922
- Step 21+: \$76,723 - \$83,706