

**TENNESSEE COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE
(COALITION)
LEGAL CLINIC LEGAL SECRETARY
JOB DESCRIPTION**

This Legal Secretary position for the Coalition's Legal Clinic is responsible for assisting with maintaining the daily functioning of the Legal Clinic's service provision to clients who are sexual assault victims. Specific duties for the position will include, but are not limited to:

Resource Management:

- Assist in collecting data, organizing and maintaining legal database; and
- Maintain Legal Clinic supplies needed in representation of sexual assault clients.

Communications:

- Responsible for in-coming and outgoing Legal Clinic mail related to sexual assault clients;
- Supporting Coalition office manager in answering and routing Coalition phone calls;
- Receiving Legal Clinic clients and Coalition visitors upon entering the office;
- Responsible for answering and routing Legal Clinic phone calls;
- Assist staff attorneys representing sexual assault clients with document preparation;
- Assist in language interpretation for Latino sexual assault clients in both phone calls and meetings;
- Assist in document translation for Latino sexual assault clients; and
- Process correspondence and requests.

Program Evaluation

- Document work and activities as required; and
- Assist with data collection and grant reports.

Meeting Attendance:

- Attend meetings of Legal Team and Coalition staff meetings as required; and
- Attend trainings, conferences, and outreach meetings as needed.

Other Duties:

Assist with client intakes as needed; and
Perform other duties as assigned.

Supervision:

Supervised by and accountable to the Legal Clinic Staff Attorney.

Hours of Work:

The Legal Secretary is an exempt position. It is expected that the workload will be completed within 37.5 hours per week. Some weekend and evening work will be required.

Benefits and Leave:

The Legal Secretary is entitled to all benefits and leave time as described in the personnel policies and procedures.

Qualifications:

- Consistent punctual attendance;
- Minimum 1 year experience in secretarial or administrative experience, preferably in the legal field;
- Good oral and written communication skills;
- Fluent in Spanish;
- Excellent computer processing skills;
- Ability to work with people from diverse backgrounds;
- Self starter;
- Ability to prioritize and complete tasks in a timely manner;
- Excellent organizational skills with attention to detail; and
- Preference given to experience in working with sexual assault victims.

TO APPLY:

Email letter of application and resume to:

**Rebecca S. Montgomery
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