



Bilingual Legal Assistant

20 hours per week

Pay: \$20/hour

Benefits: Flexible hours; remote work; paid time off

Previous legal experience and Spanish language proficiency preferred

Job Responsibilities

Document Clinic Support

- Support the Document Clinic Lead as needed in ensuring eligibility.
- Follow-up with new clients to prepare for interviews via phone or Zoom to gather necessary information and ensure document accuracy.
- Provide clients with clear, translated instructions on their legal documents.
- Update case management system with client and document information.

Case Assignment Meetings

- Review attorney notes and client paperwork prior to weekly Case Assignment Meetings.
- Update the case management system with client information, including needed documents and eligibility checks.
- Participate in weekly meetings, providing updates and addressing any questions related to document clinic cases.

Online Legal Clinics

- Organize and manage client paperwork for the Online Weekly Legal Clinics, ensuring timely coordination and scheduling.
- Review client paperwork for eligibility and respond to client inquiries.
- Oversee the scheduling of appointments and follow up with clients as necessary, in conjunction with Online Clinic lead.
- Ensure availability on Tuesday evenings to support the Online Clinic as needed.

Continuing Legal Education (CLE) Coordination

- Assist the CLE Coordinator in organizing and hosting CLE events.
- Complete and submit CLE approval applications to the Utah Bar.
- Create and distribute announcements to promote CLE events.
- Coordinate with CLE presenters to ensure they provide necessary materials and biographies.
- Set up Zoom meetings for CLE events, manage registrations, and distribute links and handouts.

- Support live CLE events by monitoring chat questions and ensuring participant engagement.
- After events, compile attendance lists, submit to the Utah Bar for CLE credit, and issue certificates to participants.
- Address any CLE-related inquiries promptly.

Staff Meetings and Trainings

- Actively participate in staff meetings and contribute to internal trainings.
- Prepare and present training sessions on policies, procedures, and legislative updates as requested.

Administrative

- Handle general administrative duties, including the coordination of client paperwork for FJC and Document Clinic screenings.
- Respond to general email inquiries, forwarding them to appropriate staff as needed, and ensuring timely follow-up.
- Provide translation services for various documents, handouts, and communications, ensuring accessibility for Spanish-speaking clients.
- Attend required trainings and conferences, such as the Crime Victims Conference, DV Solutions Conference, and MyPaperwork training, contributing to the ongoing development of organizational policies and procedures.
- Engage in special projects, such as the MyPaperwork Project, coordinating with clients and attorneys, and maintaining communication on project progress.

Lead over Handouts

- Create and maintain a tracking list of all handouts, who is responsible for each, when it was last updated, when it was updated in Spanish, the QR code, and the need for new handouts to be created.
- Organize and categorize handouts in Dropbox.
- Assist in the creation and updating of handouts, ensuring they are translated into Spanish where necessary.
- Promote use of QR code sheets for the public (put on website, distribute as a handout, train staff to refer to them on the Hotline and at Advice Clinics).
- Collaborate on the creation of new handout sheets with QR codes for in-person clinics.

Payroll

- Provide support to Executive Assistant with payroll.
- Prepare spreadsheets for payroll and upload payroll files on designated months.
- Update and track Paid Leave for staff.

How to Apply

To apply, please send a cover letter, resume, and contact information for three references. In your cover letter, please describe what you will bring to the Timpanogos Legal Center team and three reasons why you are the right person for this job.

Send your cover letter, resume, and references to: Corttany Brooks, People and Engagement Director and Staff Attorney, corttany@timplegal.org

In the subject line please type “Legal Assistant Application for [First and Last Name]”

Note: We serve clients across Utah. The applicant may live anywhere in Utah.

All applicants, employees, and program participants shall be treated equally regardless of race, color, sex, pregnancy or pregnancy-related conditions, age (40 and over), religion, national origin, or disability.

Deadline to Apply: This posting will remain open until the position is filled, and applications will be reviewed on a rolling basis.