



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

LEGAL ASSISTANT

DATE POSTED: July 1, 2015

APPLICATION DEADLINE: July 8, 2015

Position no. / Range: 4041/49.0

Starting Pay: \$19.01- \$20.98

Hours of Work: Varies (*Not to exceed 20-35 hours per week*)

Location: 5660 Copley Dr., San Diego, CA 92111

Union Status: Non-Union

Status/ Hours: Part Time/ Non- Exempt

No. of Weeks: 52

Temporary assignment with possible permanent placement.

Dept./Program: Legal Department

Basic Job Assignment:

Under the direction of the Executive Vice President & General Counsel the Legal Assistant will primarily focus on assisting with litigation management, document production, investigation of internal complaints, policy drafting, and general legal research and writing.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a thorough and comprehensive understanding of California labor and employment law, theories, practices and principles, including California civil litigation procedures, document discovery, and litigation file management, legal research and writing; Effective techniques for soliciting and gathering information. The ideal candidate will have the ability to work with people, using courtesy, tact and diplomacy; Maintain organized and detailed documentation; manage time by keeping commitments as well as keeping others informed of work progress, timetables and issues; Prepare clear and concise written memorandum, reports, presentation materials, and business correspondence using a personal computer and software programs; exercise sound independent judgment within general policy guidelines; understand, interpret, explain and apply state, local and company regulations and policies regulating Legal and administrative matters; Communicate with a diverse audience and executive level staff; maintain confidentiality for all Legal Department matters; The ideal candidate will also have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations and demonstrate cultural competence, awareness, and sensitivity.

Qualifications:

- Graduation from a four-year college or university desired with a degree in Human Resources, Business, or a closely related field; **AND**
- Minimum one-year experience performing litigation management, conducting internal investigations, policy drafting, and legal research and writing, including analysis and review of pending legislative affecting business operations.
- Paralegal certification highly desired.
- Experience with non-profit agency desired.



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Qualifications (continued):

- Must be able to pass criminal background check and meet state required health standards to work in licensed child care center (fingerprints, TB, and physical).
- A valid California driver's license required.
- Must have excellent writing skills, a strong work ethic and be detail oriented.
- Must be able to work independently and have advanced organizational skills and business intelligence.
- Strong interpersonal and communication skills, in person and on the telephone required;
- Proficiency in Microsoft Office Suite required.
- Must possess and demonstrate the ability to maintain confidentiality for all Legal Department matters at all times.

Example of Major Functions:

- Assist with maintenance of litigation and administrative hearing files, including drafting and revising *Document Preservation Notices*.
- Assist with document production in connection with discovery motions, subpoenas, or other record requests.
- Scan, file, and retain documents in accordance with Corporate Record Retention Policy.
- Assist with tracking and maintaining calendar of important deadlines for litigation, arbitration and related hearings, etc.
- Assist with investigation of internal complaints of alleged policy violations, conduct interviews, and draft summary of findings and recommendations in accordance with established procedures for responding to incidents, determines and documents information pertinent to incidents;
- Prepare draft responses for complaints concerning employee discrimination matters and/or policy violations;
- Prepare responses and inquiries from outside agencies (e.g., government agencies, etc.) to assist in resolving issues and ensure California labor laws are considered in all prepared responses.
- Assist with reviewing employee's personnel files and/or investigation files as needed;
- Assist with periodic staff training on NHA's policies and labor law issues;
- Assist with preparation and review of policies related to all aspects of business operations and personnel matters in accordance with California labor laws and related Head Start, State, Federal, and/ or other program regulations;
- Assist with preparation of Legal Department Newsletter and policy reminders;
- Assist with review and interpretation of court orders and other documents relating to restraining orders, and custody documents affecting parents, guardians, and clients receiving program services;



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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. The included supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

NOTE: *Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.*

BENEFITS:

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

***Medical and dental benefits are provided to regular employees who work a minimum of 20 hours per week.**

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department.