

THE WAGE JUSTICE CENTER

*A California Nonprofit Organization
Dedicated to Enforcing the Basic Rights of California's Workers*

3250 WILSHIRE BOULEVARD • SUITE 1010 • LOS ANGELES • CALIFORNIA • 90010
TEL: (213) 273-8400 • FAX: (213) 785-1708 • WEB: WWW.WAGEJUSTICE.ORG

Office Assistant

The Wage Justice Center (“WJC”) is a 501(c)(3) nonprofit dedicated to representing low-income individuals who have experienced wage theft or other violations of their rights under the Labor Code. WJC is the only non-profit legal services organization in California that specializes in judgment enforcement. For over 10 years, WJC has run various legal services and programs including: commercial litigation representing workers against employers who have engaged in corporate shell games; a direct legal services program for day laborers; legal know your rights workshops for community groups and workers; training and technical support services for other legal service non-profits. For more information, please visit the WJC website at www.wagejustice.org.

As a small non-profit, it is essential that our team members are committed to our mission and committed to providing high quality legal representation and legal information to the community.

Office Assistant Responsibilities:

- Assist the organization and staff in managing the daily office affairs.
- Assist in gathering and entering data for reporting.
- Assist in the preparation of legal documents; gathering and organizing documents for filing with the Court and other governmental or administrative agencies;
- Administrative duties as needed including, but not limited to: ordering supplies, mailings (including mail merge), phone/email correspondence, and other projects as assigned;
- Light research and investigation, including research of public records databases (e.g. Westlaw), governmental and administrative agencies, and the internet;
- Analyze documents and records for information related to assets subject to judgment recovery;
- Conduct intakes and communicate with workers and clients;
- Light bookkeeping duties, that include depositing checks, and processing check request;
- Other duties as assigned.

Qualifications

- High School Diploma required. Bachelor's degree/coursework preferred;
- Experience working with immigrant communities highly desirable;
- Experience working in a legal office highly desirable;
- Excellent typing skill preferred;
- Strong work ethic and ability to multi-task and prioritize tasks;
- Excellent interpersonal and verbal communication skills and the ability to work effectively with a wide range of constituencies in a diverse, multicultural community;

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- Detail oriented, possess strong organizational skill and professionalism;
- Documentation skills to follow all WJC data management protocols;
- Proficient with Microsoft Office Suite, including Microsoft Word, Excel, Access and PowerPoint required;
- Be flexible, reliable, trustworthy, self-directed, self-motivated, and manage time effectively;
- Strong oral and written communication skills;
- Spanish-language fluency required.

Compensation:

This is a full-time, non-exempt position that includes a generous benefits package. Compensation is commensurate with experience; hourly range is \$17-\$22.

To Apply:

Interested candidate should submit a resume and cover letter to hr@wagejustice.org

Human Resources
The Wage Justice Center
3250 Wilshire Blvd., Suite 1010
Los Angeles, CA 90010
Fax: (213) 785-1708