

POSITION ANNOUNCEMENT

Legal Administrative Assistant

Job Title: Legal Administrative Assistant

Division: PCAR

Department: Legal Department

Reports To: Legal Director

FLSA Status: Full-Time, Exempt

Work Hours: Five days a week in office, regular business hours, occasional evening hours requested

Travel Expectations: Some local travel required

Salary Range: Approximately \$38,000 to \$43,000 annually depending upon qualifications

Position Summary

We are looking to hire an Administrative Assistant for the Legal Department with exceptional administrative skills. Legal Administrative Assistants are expected to work comfortably under pressure with tight deadlines in a fast-paced environment. The Legal Administrative Assistant is a professional who will support the paralegal and lawyers in a legal environment. This is an in office position Monday through Friday.

To ensure success, Legal Administrative Assistants should be detail oriented, exercise sound judgment and must have exceptional written and verbal communication skills with a keen interest in providing purposeful support to lawyers and the paralegal. Top candidates will be familiar with key legal principles, give attention to details and possess incredible accuracy and excellent time management skills. Exceptional interpersonal skills, patience and empathy are required to manage incoming phone calls from survivors.

Essential Duties and Responsibilities

- Welcomes guests and clients by greeting them in person or on the telephone; answering phone calls, taking notes/messages or directing inquiries. Assisting clients in a trauma-informed manner.
- Maintain and update inventories of contact details.
- Facilitate the meeting of deadlines by keeping multiple agendas and providing timely

reminders.

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics; coordinating case preparation
- Conserves attorneys time by reading, reviewing, verifying, and routing correspondence, reports and legal documents; drafting letters and documents; collecting and analyzing information; initiating telecommunications; organizing client conferences, and attorney meetings; scheduling couriers, court reporters, expert witnesses, and other special functions; coordinating preparation of charts, graphs, and other courtroom visuals.
- Maintains attorney calendar by planning and scheduling conferences, teleconferences, dispositions, and travel; recording and monitoring court appearance dates, pleadings, and filing requirements; monitoring evidence-gathering; anticipating changes in litigation or transaction preparation requirements. Maintains office supplies by checking stocks; placing and expediting orders; evaluating new products.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Communicates with attorneys to obtain information, follow instructions, following-up on delegated assignments; knowing when to act and when to refer matters to the attorney.
- Completes conflicts checks for survivors requesting legal assistance.
- Completes general administrative assignments as needed for PCAR through participation in the office administration team and at the direction of the Office Manager or other staff.

Qualifications, Education and/or Experience

- One year of Legal Office Experience.
- Outstanding Listening and Communication Skills.
- Exceptional People/Interpersonal Skills.
- Organizational Skills.
- Relevant Computer Skills.
- Demonstrated knowledge of sexual violence, and understanding of related issues, and a commitment to ending sexual violence.
- High School Diploma.
- Secretarial Certificate or Associate's Degree Preferred.

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Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements

1. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
2. Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
3. Excellent customer service skills.
4. Excellent oral and written communication skills.
5. Demonstrate sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals and the general public. Must be able to foster positive working relationships with people and create a respectful and open accessible environment.
6. Must have proficiency with the technology necessary for the functions of the position.
7. Accept and abide by the mission and core values of PCAR.
8. Must be willing to complete a Pennsylvania rape crisis center sexual assault victim counselor training, if not already completed in the past 3 years.
9. Submit successful screenings to determine eligibility for working with minors including: Federal and State Criminal Background Checks based upon fingerprint analysis; PA Child Abuse Clearance Verification; and, Public Search of National and State Sex Offender Registries.

Certificates, Licenses, Registrations

Not applicable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will have sedentary work that primarily involves an individual remaining in a stationary position. The employee may occasionally be required to move/transport objects up to 15 pounds. The person in this position needs to occasionally move about and may need to stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

To Apply

Respect Together offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at www.pcar.org by **November 7, 2025**.

Who We Are

Founded in 1975, Respect Together unites all elements of our work under one name with a continued commitment to our long-standing mission of preventing and ending sexual abuse, assault, and harassment. Respect Together's main divisions are the National Sexual Violence Resource Center (NSVRC) and The Pennsylvania Coalition to Advance Respect (PCAR). Collectively, we are working together to create a culture in the United States – and beyond – that values and upholds all people being treated with respect and free from all forms of sexual violence and oppression.

NSVRC:

- Identifies, develops, and disseminates resources regarding all aspects of sexual violence prevention and intervention.
- NSVRC is the leading nonprofit in providing information and tools to prevent and respond to sexual violence.
- Translates research and trends into best practices that help individuals,

communities and service providers achieve real and lasting change.

- Works with the media to promote informed reporting.

PCAR:

- Partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania.
- Assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across PA.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, enhances community safety, and works with media to increase public awareness, access to accurate information, and ethical reporting practices.

Mission Statement

Respect Together, through our divisions in the National Sexual Violence Resource Center and the Pennsylvania Coalition to Advance Respect, will create lasting change by mobilizing advocates, service providers, leaders, and communities to support survivors, advance victims' rights, and prevent sexual abuse, assault, and harassment.

Equal Employment Opportunity Commission

Respect Together provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.