

Los Angeles Trade-Technical College Career Center | E5-413

(Visit the Career Center or email Sec@lattc.edu to apply for posted positions)

Paralegal

Full Time

Job Title:	Receptionist/Intake Screener (posted 3/28)	Job Number: 5675
Hours/Days:	Monday-Friday	Salary: \$DOE
Approximate Location:	Los Angeles	
	<p>Skills Requirements: The candidate must have strong communication skills in both English and Spanish and the ability to interact effectively with clients, attorneys, paralegals, and support staff. The candidate must be organized, detail oriented, and reliable. The candidate must also have strong computer skills and familiarity with Outlook and Microsoft Word.</p> <p>Job Description: We are seeking a bilingual (English/Spanish) receptionist for a full-time position at our Downtown Los Angeles office. This office provides legal services to members of the hospitality union. The services include immigration, landlord-tenant, bankruptcy, and family law representation. The main job responsibilities for this position include screening new clients, assisting legal team with client and case management, answering phone calls, scheduling appointments, and providing general clerical support to six attorneys and four paralegals.</p>	