

Stanford Law School  
Legal Assistant, Mills Legal Clinic

Job Code: 3072  
Grade: G

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Stanford Law School seeks a full-time Legal Assistant to support the work of two of the ten clinics within the Mills Legal Clinic (MLC). The mission of all of the clinics within MLC is to provide law students with the practical experience of working with real clients and communities on real cases under the supervision of clinical faculty while offering superb pro bono representation to underserved individuals, communities and nonprofit organizations.

### **PURPOSE**

The Legal Assistant will have substantial administrative responsibilities in a fast-paced and dynamic work environment involving competing priorities and deadlines. Applicants should have significant experience supporting litigation, preferably in both state and federal courts, and enjoy both team and independent work. In addition to supporting clinics' litigation, the Legal Assistant will also provide overall administrative support to four attorneys and numerous law students who represent the clinics' clients. Candidates should also have proven excellent time management and interpersonal skills, as well as exercise strong attention to detail. The Legal Assistant will contribute to the dual mission of the MLC and will become part of the thriving clinical community at Stanford Law School. This position reports to the faculty directors of the assigned clinics and to the Director of Operations of the Mills Legal Clinic.

### **ESSENTIAL JOB RESPONSIBILITIES**

*Note: Not all unique aspects of the job are covered by this job description.*

- Perform litigation paralegal responsibilities including preparation, serving, and filing of legal pleadings (including preparation of exhibits and materials) in trial and appellate courts both in hard copy and electronically; conduct procedural research; provide formatting assistance; and assist with document production
- Provide a full range of legal administrative support to both clinics including processing forms, copying and printing documents, processing expert or clinic expenditures, and preparing and distributing teaching materials, including on the university's online course-management system (Canvas)
- Manage the clinics' litigation calendars, as well as coordinate and manage attorney schedules and activities, including all logistics and calendar management
- Perform administrative duties associated with taking on new clients for representation, including compliance with MLC's conflict of interest policies, creation of hard and electronic files, and other office systems
- Maintain clinic's web presence and program outreach on the MLC web page, in quarterly newsletters or via other web and social media sites
- Coordinate travel arrangements for attorneys, students and guest speakers
- Support and provide guidance to law student involvement in litigation and office procedures, including management of student State Bar certification and conflict of interest clearance processes as required
- Organize and maintain complex filing systems, both electronic (via online case management system) and paper-based
- Manage client/case information and instruct incoming students in the use of client case management database, time-keeping software, calendaring, and other clinic specific applications.

- Triage mail, phone calls, emails and fax transmissions, processing and distributing time-sensitive documents effectively
- Screen telephone calls from clients, responding independently to general inquiries when appropriate, and making swift and accurate judgments in forwarding inquiries and requests to attorneys or other offices
- Prioritize and juggle multiple projects simultaneously and independently, often under pressure and in a fast-paced environment
- Plan and organize clinic-specific and/or departmental events and activities
- Participate in MLC teambuilding, projects and meetings
- Assist with other projects as needed including administrative tasks for the larger clinical program

## **MINIMUM EDUCATION & EXPERIENCE**

Associate's degree and at least three years of relevant professional experience or combination of education and relevant experience. Bachelor's degree and paralegal experience strongly preferred. Significant prior experience in a law office or legal non-profit environment is a plus.

## **QUALIFICATIONS**

- Strong organizational skills and attention to detail
- Proven ability to independently exercise sound judgment, maintain confidentiality, take initiative, and be flexible and professional at all times
- Ability to multitask effectively
- Proficiency in computer applications and a good understanding of databases (systems used: Word, PowerPoint, Excel, Best Authority, Google Mail, Skype, Westlaw/Lexis, Clio)
- Excellent written and oral communication skills
- Proactive work style and history of collaborative teamwork
- Ability to work well with Stanford colleagues, Mills Legal Clinic clients and with external organizations.

## **PREFERRED REQUIREMENTS/EXPERIENCE**

- Litigation and legal administrative experience with proven ability to perform in a fast-paced law office environment working with multiple supervisors, and interacting well with a variety of personalities
- Knowledge of how to research legal codes, court procedures and rules
- Ability to prioritize, problem solve and efficiently manage time to meet deadlines
- Strong proofreading and writing skills
- Commitment to public service strongly preferred

\* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

## **WORKING CONDITIONS**

May work extended hours during peak business cycles.

## **BENEFITS**

Stanford University offers a full range of benefits including medical, life, vision and dental insurance options. View Stanford's full staff benefit offerings here <https://cardinalatwork.stanford.edu/benefits-rewards/my-offerings/faculty-staff>

**Why Stanford is for YOU?** Stanford University has revolutionized the way we live and enrich the world. We seek talent driven to impact the future of our legacy. Our culture and unique perks empower you with:

- **Freedom to grow.** We offer career development programs, tuition reimbursement, and the ability to audit a course. Join a TedTalk, film screening, or listen to a renowned author or global leader speak.
- **A caring culture.** We provide superb retirement plans, generous time-off, and family care resources.
- **A healthier you.** Climb our rock wall or choose from hundreds of health or fitness classes at our world-class exercise facilities. We also provide excellent health care benefits.
- **Discovery and fun.** Stroll through historic sculptures, trails, and museums. (When we can return to campus)
- **Enviably resources.** Enjoy free commuter programs, ridesharing incentives, discounts and more!

## **HOW TO APPLY**

**Does your experience differ but you know that you could do an outstanding job in this role? We want to hear from you!**

Applicants must:

Submit a resume and cover letter via this link: <http://m.rfer.us/STANFORD-VVDzL>

Applications should be submitted as soon as possible and will be considered on a rolling basis until the position is filled.

*Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.*

*Stanford Law School seeks to hire the best talent and to promote a safe and secure environment for all members of the university community and its property. To that end, new staff hires must successfully pass a background check prior to starting work at Stanford University.*