



**LEGAL RESOURCE CENTER  
Bilingual Legal Assistant  
(Part-time)  
SANTA BARBARA**

**Job Summary:**

The Legal Aid Foundation of Santa Barbara is seeking a bilingual Legal Assistant for the Santa Barbara Legal Resource Center. The Legal Resource Centers (LRC) of Santa Barbara County provide free legal services to self-represented litigants (SRLs). The LRCs are staffed by a California licensed attorney and open to the public on a first-come, first-served basis. Assistance is offered in the completion of legal and court documents for various civil matters, including: Small Claims; Collecting Judgments; Debt Collections; Landlord Tenant Law; Step-Parent Adoptions; All types of Restraining Orders and Responses (Domestic Violence, Civil Anti-Harassment, Elder Abuse, Workplace Harassment); Name Changes; and General Civil issues.

**Duties include, but are not limited to:**

1. Under the supervision of the LRC attorney, assisting SRLs with civil case issues.
2. Assisting the attorney with the intake of customers, general administration of the center, equipment use and maintenance, and other general administrative matters.
3. Providing interpretation services to facilitate communication between the LRC attorney (English/Spanish) and SRLs.
4. Under the supervision of the LRC attorney, providing assistance in the preparation and filing of mandatory court forms.
5. Under the supervising of the LRC attorney, explaining basic legal concepts and helping SRLs navigate the legal process.
6. Assisting the attorney with developing and maintaining self-help materials, office forms and training materials.
7. Other duties as assigned.

**Qualifications:**

- Language: Bilingual in English and Spanish (both verbal and written).
- Ability to assume responsibility quickly and work under the guidance of an attorney.
- Demonstrated ability to work effectively in a fast-paced environment.
- Experience working with diverse populations.
- Ability to communicate clearly and respectfully with those who may have educational or language barriers to understanding, as well as with attorneys, other professionals, and court staff.

**Desired Qualifications:**

- Familiarity with California Judicial Council forms and basic knowledge of the preparation and service of court filings, or a willingness to learn about these forms and procedures.

- Experience/training in providing interpretation services in English/Spanish.
- Experience working in a law firm, courthouse, or other law-related role.
- Associate or bachelor's degree.

**Location:** This position will be housed at the Santa Barbara Legal Resource Center, located on the 2<sup>nd</sup> floor of the historic Santa Barbara Courthouse.

**Hours:** Minimum of 12 hours per week, up to 15 hours per week, morning hours preferred Monday to Friday 9am-12pm. The LRC is currently open to the public for drop-in service Monday through Friday from 9:00am to 12:00pm, and 1:30pm-4pm.

**Compensation.** \$22 to \$26 per hour, depending on experience. Non-exempt.

APPLICATION PROCESS:

**Applications will be accepted immediately and on a rolling basis, with priority given to those who apply by Friday, May 10<sup>th</sup>.** Please submit a resume and a list of references to [personnel@lafsb.org](mailto:personnel@lafsb.org).

ABOUT US: The Legal Aid Foundation of Santa Barbara County is a non-profit law firm that provides free legal assistance to Santa Barbara County residents. Our mission is to provide high-quality civil legal services to low-income and other vulnerable residents in order to ensure equal access to justice. We change lives through direct representation, legal advice and information, and community education. Our vision is a community where low-income people and other vulnerable residents are empowered to thrive and where all residents have meaningful access to the civil justice system. Our offices are located in Santa Maria, Lompoc, and Santa Barbara.

[www.lafsb.org](http://www.lafsb.org)

*The Legal Aid Foundation of Santa Barbara County provides equal employment opportunities to all applicants without regard to race, color, national origin, ancestry, ethnicity, sex, gender, sexual orientation, gender identity, transgender status, age, religion, genetic information, physical or mental disability, medical condition, military or veteran status, pregnancy, childbirth or related medical condition, marital or registered domestic partner status, or any other legally protected status. We strongly encourage candidates from traditionally underrepresented communities to apply.*