
Opening: *Energetic Legal Administrative Specialist, United States Attorney's Office*

Location: Los Angeles, CA

Pay: \$19.51/Hour; Minimum 1 Year Project

Hours: TBD

Benefits: 401K; Flexible Spending; Employee Assistance Program.

Minimum Requirements: High School Diploma or its equivalent with a minimum two (2) years related work experience in an legal administrative position; Certification in Microsoft Office applications; working knowledge of U.S. Attorney and court programs, automation requirements and characteristics to resolve problems; the ability to type 30 WPM; reliable vehicle; drivers license; vehicle registration; insurance; proof of citizenship; background check and security clearance.

Who are we? HPC is one of Southern California's top providers of program management and assistance to disadvantaged people re-entering the workforce. We market positive, punishment-free, motivation-enhancing counseling and advice. Services certified and funded through a wide range of key organizations including the Social Security Administration, the U.S Department of Labor, and the California Department of Corrections. We provide excellent employee opportunities for continued career development and are an equal opportunity employer. Find out more about how the success of our clients is our most important product by going to www.HPCemployment.org.

The position: The ideal applicant will provide evidence of (1) providing staff with the most effective strategy to meet litigation needs through the development of alternative methods and encouraging the use of automated support for trial preparation/presentation; (2) identifying software packages (i.e. databases, spreadsheets, word processing, etc.) to meet the needs of the office; (3) suggesting and developing the most effective trial presentations; (4) assisting and/or training Assistant United States Attorneys (AUSA's) and legal support staff in organizing case information through automated means (i.e. scanning, indexing and controlling of documents into database); (5) organizing documents using indices and defining data file search criteria and indexing and/or coding fields; (6) monitoring progress of computer data entry; (7) preparing computerized trial presentation programs; (8) analyzing automated litigation support functions and monitors system use and response time; (9) diagnosing and resolving litigation support computer system problems and customizing databases and programs modified to meet individual user needs; (10) evaluating procedures and computer specifications designed for specific data organization and storage; (11) managing/operating a variety of computer hardware (i.e. printers, plotters, audio-visual devices, etc.); (12) assuring the setup of electronic equipment (i.e. VCR/TV/Computers) in courtrooms and grand jury sessions; (13) determining the placement and appearance of visual materials (i.e. photo boards, maps, charts and other demonstrative exhibits required); (14) coordinating with vendors to ensure exhibits are prepared correctly and in a timely manner; (15) maintaining an inventory and tracking of purchasing and repairing litigation support equipment; (16) completing special presentation projects and other projects as needed.

To apply: Request a preliminary application packet from our Human Resource Department. You may contact the Human Resources Dept. at (310) 756-1560. Submit to resume@hpcemployment.org or fax to (310) 756-1562.