



Office Manager – Reno, Nevada

Nevada Legal Services (NLS) strengthens communities across Nevada by ensuring fairness and providing equal access to justice. We are a non-profit legal aid organization providing free legal services to low-income individuals and families in every county in Nevada. Our primary source of funding is through a grant from the federal Legal Services Corporation, although we receive funding from a variety of grant funders as well as private donors.

NLS has an opening for an Office manager to join our Reno office. The Office Manager will be responsible for providing general administrative and secretarial support. Periodic travel may be required for statewide initiatives.

We provide generous paid time off and employer-paid medical insurance, as well as dental, vision, life insurance, retirement plan, and 34-hour work week. The salary for the position depends on experience, with the range starting at \$40,000.00.

Job Duties:

- Serves as administrative support to the Directing Attorney and the office staff.
- Fills in for support staff when needed and as assigned by Directing Attorney.
- Assists with the staffing needs, including recruiting, interviewing and on-boarding.
- Supervises and trains support staff to ensure the office operates efficiently and smoothly.
- Acts as a liaison with the HR Manager in the Las Vegas Office.
- Responsible for all computer systems used in the office and promptly notifying the IT Manager of issues that cannot be resolved.
- Provides litigation support to the advocate staff in the office, including maintenance of files, client support, e-filing with the courts, pleading preparation, and general office duties.
- Files legal documents in court and sets court hearing dates as needed.
- Coordinates community outreach coverage and supplies, and performs outreach as needed.
- Performs daily bookkeeping tasks, including bank deposits, cash receipts, IOLTA checking account, and maintain petty cash records.
- Manages secretarial details within the office to ensure day-to-day functions are completed.
- Performs other duties as assigned.

Qualifications:

- Must be bilingual (English and Spanish).
- Minimum one year of experience as an office manager with a law firm or non-profit agency.
- Proficient with Microsoft Office and related software.
- Excellent verbal and written communication skills.
- Excellent organizational skills, time management, and attention to detail.
- Analytical abilities and sound judgement.

- Ability to work independently, handle changes or unexpected events, and maintain cordial working relationships with courts and administrative personnel, co-workers, service providers, and clients.
- Ability to work with low-income clients from diverse backgrounds, including clients with physical and mental disabilities and clients with limited English proficiency.
- Follow all requirements of the Nevada Legal Services Personnel and Case Management Manuals regarding timely completion of timesheets, mileage reimbursements, and other administratively required documents as well as maintaining cases in accordance with our case handling standards.

Application Instructions:

Applications will be reviewed on a rolling basis until the position is filled. Please provide a cover letter explaining interest, resume, and 3 references to careers@nevadalegalservices.org, and reference "Reno Office Manager" in the subject line.

Nevada Legal Services (NLS) is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NLS actively promotes mutual respect, acceptance, teamwork and productivity. NLS is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing reasonable accommodation for the application, interview process or for more information about the program may send a request to the email address provided. | Equal Opportunity Employer