

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

UPO is committed to attracting and retaining outstanding and diverse staff who will enhance our engagement and **service** in our communities.

The Office of the General Counsel is seeking an energetic and experienced individual to join our in house legal office. The ideal candidate must possess strong research and writing skills with an attention to detail, be a team player and able to work independently with minimal supervision. This future employee will be expected to deliver a high level of customer support and service. The final candidate will need to have the right complement of skills and personality.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our organization and services.

POSITION: Legal Assistant
OFFICE/DIVISION: Office of the General Counsel
BULLETIN No: 27032022
HOURLY RANGE: 22.6169 to \$28.8972 (Commensurate with experience)
OPENING DATE: 3/28/2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Assist OLA team with administrative and clerical duties such as filing (hard copies as well as electronic files), document shredding, answering phones, scheduling, event coordination and the preparation of reports and correspondence.

BRIEF DESCRIPTION:

Greet clients upon their arrival to OLA. Escort visitors to conference rooms. Set up Video/Audio meetings (e.g., Zoom, WebEx, Teams, telephone conference lines). Open and distribute mail to appropriate staff (scan documents to email). Receive packages and deliveries. Perform temperature scans for visitors, contractors, customers, employees on an as needed basis (at the 1st floor front desk).

MINIMUM QUALIFICATIONS:

Associates degree and at least 4 years of experience in an administrative or clerical position, or at least six years of experience as a legal assistant. Excellent working knowledge of MS Office 365 (Word, Excel, Outlook and Power Point), Share Point, and the ability to use/learn electronic time-keeping program (ADP).

Must be able to work confidentially, sensitively and effectively with our clients and with individuals of diverse educational, socio-economic and cultural background.

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DESIRED QUALIFICATIONS:

Bachelor's degree and four years of experience in an administrative or clerical position. Proven excellent communication, reception, office equipment and information technology skills. Excellent working knowledge of MS Office 365 (Word, Excel, Outlook and Power Point), Share Point, and ability to use/learn electronic time-keeping program (ADP).

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, and pre-employment drug screening as applicable for the position.

This position IS NOT covered under the collective bargaining agreement.

To apply for this position, please submit your cover letter and resume on the Career Center online [Apply Here](#)

Special notice to all applicants:

In accordance with the Mayor's Order (see reference below), every UPO employee, except those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work.

Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees.

ALL VISITORS TO UPO FACILITIES

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**