



Position: Legal Administrative Assistant

Hours: P/T 15-20 hours per week

Pay: Commensurate with experience

Benefits: Not eligible

Location: Monroe, WA

Experienced Legal Administrative Assistant needed to fill a new part-time position in support of our Animal Cruelty Investigations Program. This position will report directly to the program Director and will be responsible for maintaining an efficient and organized department. Key duties include, but are not limited to:

- Maintain case files/logs, including data entry into proprietary database;
- Maintain organized hard copy filing system;
- Efficiently manage incoming department phone calls, including prioritization for follow-up;
- Maintain case court calendars, ensuring that all case details are tracked and current;
- Conduct research on a variety of topics, compile findings and present to Director in a concise and actionable format;
- Manage all event logistics associated with hosted and outside training classes, from preparing class materials and managing registration/payment, to catering and lodging (if applicable);
- Maintain current contact information for key partner groups including rescues, law enforcement, animal control agencies, partner veterinarians, etc.;
- Contact partner organizations as needed to support rescue work;
- Assist with special projects as needed to support overall department effectiveness;
- Provide all necessary general administrative support for department Director.

Required Qualifications

- Associates or BA required;
- Minimum of 4 years' experience as an Executive or Administrative assistant, preferably in a legal setting;
- Strong organizational and project management skills; ability to manage multiple projects in a dynamic environment;
- Must have strong computer skills, including experience with Word, Excel, G-Suite, internet searches;
- Strong, efficient data entry skills;
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders;
- Ability to work independently, taking initiative with the judgment to seek direction as appropriate;
- Sound problem solving skills, especially under pressure;
- Positive attitude, mature perspective, dependable and reliable;
- Personal qualities of integrity, credibility and dedication.

If you meet the qualifications shown above and are interested in applying for this position, please email a cover letter with your resume to: HumanResources@pasadosafehaven.org. This job posting will remain open until filled. EOE