Position Title	Department	Reports to
Administrative Assistant	Administration	Executive Director
Employment Status	FLSA Status	Effective Date
☐ Temporary ☒ Full-Time ☐ Part-Time	☒ Non-Exempt ☐ Exempt	

ABOUT

Lincoln Law School of Sacramento was founded in 1969 and provides an excellent legal education to a qualified and diverse student body through an accessible and supportive four-year program. Lincoln serves approximately 375 students in two J.D. program pathways, evening on-site and hybrid. The school is supported by ten staff and 34 adjunct faculty who are practicing attorneys and judges within the greater Sacramento legal community. The school is accredited by the Committee of Bar Examiners of the State Bar of California and WASC Senior College and University Commission.

POSITION SUMMARY

The Administrative Assistant is responsible for providing operational and administrative support to faculty, staff, and students. The Administrative Assistant should have the demonstrated ability to problem solve, successfully enjoy working independently but also as part of a team environment, and has a strong attention to detail. The position reports to the Executive Director and works closely with office staff. This is a full-time position Monday-Thursday: 10:00 a.m. – 7:00 p.m. & Fridays: 10:00 a.m. – 5:00 p.m.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Serve as the first point of contact for students, faculty, staff, and visitors; route incoming calls and respond to inquiries professionally, taking appropriate action as needed.
- Manage office and facility operations, including ordering, tracking, and maintaining inventory of supplies; handling incoming and outgoing mail; processing payments and maintaining accurate logs; and coordinating vendor services and facility maintenance.
- Manage and prioritize assignments from multiple staff simultaneously and with competing deadlines.
- Proof read, edit and administer internal and external communication to appropriate stakeholders.
- Perform duties associated with scheduling meetings, overseeing the production and distribution of materials.
- Prepare and distribute student communications, including newsletters.
- Provide general administrative and operational support to ensure smooth office and facility operations.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Excellent customer service, interpersonal, and public relations skills required to effectively communicate with faculty (senior lawyers and judges), staff, students and others from diverse backgrounds.

- Strong PC skills, including: Microsoft Office (Outlook/Office 365, Word, Excel, Teams & Power Point), Zoom, and various software applications at an intermediate level with the ability to learn new tools quickly. Use of copier, printer, scanner, multi-line phone.
- Self-starter with excellent organizational, verbal, written and cognitive skills (including public speaking) and attention to detail.
- Ability to apply judgment to situations in order to escalate when necessary.
- Comfortable working in a multi-task environment with ability to juggle multiple competing priorities.
- Demonstrated success in following through and completing routine tasks.

The hourly pay for this position ranges from $20 to $30 per hour.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee will have extended periods of time sitting and working from a computer and on the phone. The employee must be able to work a flexible schedule or extended hours including some weekends or holidays. The employee must be able to work offsite on occasion for outreach activities. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

The company is an Equal Opportunity Employer, drug-free workplace, and complies with Americans with Disabilities Act (ADA) regulations as applicable.

To apply for this job, please submit a resume and cover letter to
HR@lincolnlaw.edu