



America's Partner For Equal Justice

POSITION ANNOUNCEMENT

POSITION: Human Resources Administrative Assistant Office of Human Resources	POSTING NO: # 1265	DATE POSTED: 04/01/2013
LOCATION: Office of Human Resources Legal Services Corporation 3333 K Street, NW, 3 rd Floor Washington, D.C. 20007-3552	EMPLOYMENT STATUS: Regular, Full-Time, Non-Exempt	POSITION REMAINS OPEN UNTIL FILLED
CLASSIFICATION: Band 1		

Overview: Established by Congress in 1974, the Legal Services Corporation (LSC) is the country's single largest funder of civil legal aid for low-income Americans. LSC currently funds 134 independent, non-profit legal aid organizations with more than 800 offices throughout the nation. LSC's mission is to promote equal access to justice and provide grants for high-quality civil legal assistance.

The Human Resources Administrative Assistant supports the overall Human Resources function and the Human Resources Director. The position will provide support to the Office of Human Resources (OHR) on all employment, benefits, compliance, employee relations and personnel matters, including recruitment, hiring, and on-boarding, ensuring the efficient and accurate completion of documentation as well as the delivery of courteous and prompt customer service to managers, employees, and candidates. Reports to OHR Director.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plays active role in recruitment, hiring, and on-boarding processes, providing necessary administrative support.
- Works with appropriate OHR employees to finalize position announcements and post same with outlets designed to reach targeted audiences; monitors posting costs; maintains updated position posting expenses.
- Monitors the job application portal and routes and sorts job applications; conducts initial screen of applications for suitability; maintains the integrity of application files.
- Schedules candidate telephone pre-screens and interviews with review panel; creates and delivers hiring packets for reviewers; reserves appropriate meeting spaces for interviews; may participate in interviews.
- Initiates background checks and schedules and assists with performance of reference checks.
- Assists with successful onboarding process, including maintaining on-going communications with

new hires; verifying I-9 documentation; securing necessary documentation, and scheduling and conducting new-hire orientation.

- Provides quality customer service to employees regardless of personal circumstances.
- Assists with the updating and maintenance of HRIS records and employee and office files; able to run HRIS reports.
- Administers and maintains the transportation allowance program, including administration of WMATA's SmartBenefits program, and assisting with administration of parking benefits.
- Drafts provider engagement agreements and ensures adherence to recordkeeping protocols for timely execution of agreements.
- Provides administrative support (typing, filing, etc.) to the OHR team; assists Director with research and special projects.
- Assists with implementation of employee education and support programs and special events, including open enrollment, health and wellness programs, employee assistance program, and financial education.
- Works with Director and/or his/her designee to maintain and update OHR's Intranet pages and serves as OHR's secondary Worksite administrator.
- Assists with the completion of 403 (b) plan annual audits; assists in the maintenance of benefit plan document binders and benefits records and reports.
- Supports the on-going performance management system.
- Provides coverage for Receptionist during lunch and as needed.
- Performs other related duties as assigned.

CORE COMPETENCIES:

Highly dependable and punctual; must demonstrate initiative and good judgment and be an effective problem-solver; excellent customer service with demonstrated ability to work with all staff regardless of personal circumstances; strong and effective organizational and time management skills; excellent oral and written communication skills with demonstrated ability to craft solid written products and make group presentations and conduct meetings; demonstrates accuracy and thoroughness and monitors work to ensure quality; ability to systematically organize and catalogue data and information; adaptable and able to adjust to shifting and changing priorities; attention to detail; must have demonstrated ability to appropriately handle and process confidential and sensitive information; works well independently and with others as a team member.

Technical/Specialized:

Bachelor's degree and a minimum of two (2) years of human resources experience required; good analytical skills; proficiency in Microsoft Office with advanced knowledge of Excel and PowerPoint; proficiency in web-based research; able to maintain and update electronic databases, resources, and tools.

SALARY AND BENEFITS:

Salary Range: \$40,000 - \$50,000 (including Locality Pay), depending upon qualifications and experience. Excellent benefits package.

APPLICATION PROCEDURE:

Submit a résumé, cover letter, writing sample and salary history to:

Legal Services Corporation
Office of Human Resources (#1265)
3333 K Street, NW, 3rd Floor
Washington, DC 20007-3522
Fax: 202.337.6383
E-mail: jobs@lsc.gov

Note: Electronic applications are preferred. If applying by e-mail, please include the job title in the subject line. If reasonable accommodation in the application process is required, please notify OHR at 202-295-1571.

DIVERSITY STATEMENT:

LSC embraces diversity as a core value. We recognize that our success as a corporation depends upon creating and maintaining a diverse team of talented professionals, and we are committed to a workplace that reflects and supports diverse individual backgrounds and perspectives. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability and status as a veteran, and any other characteristic protected by federal, state, or local laws or regulation. We strive to have a workplace that is comfortable and welcoming for everyone.