



Job Announcement

The Attorney Referral Service (ARS) operates for the direct purpose of referring potential clients to qualified attorneys in Los Angeles and eastern Ventura Counties. The ARS is sponsored by the San Fernando Valley Bar Association (SFVBA), a premier local bar association in California, maintaining a membership of about 2,000 lawyers. You can find out more information about the ARS and SFVBA by visiting www.sfvbaReferral.com

SFVBA is currently looking to fill the part-time position of **Attorney Referral Service Consultant**. This position offers plenty of contact with attorney members as well as with the general public. We are looking for someone who is a team player and can also excel on their own. Candidates must be extremely organized and detailed-oriented.

Below is a brief description of the duties.

Responsibilities:

- Answer incoming calls and online inquiries from individuals and business owners seeking legal assistance, determine if the problem is truly of a legal nature, refer to other service agencies when appropriate
- Coordinate referrals between potential clients to qualified attorneys specific to the needs of each client and in compliance with all rules governing the ARS
- Process referral fees credit card transactions and settle batch daily
- Communicate with clients and attorneys to follow-up on referrals
- Active participation in community events to continually educate the public about the programs sponsored by the ARS
- Provide staff support at SFVBA special events
- Provide administrative support to Director of Public Services as needed

Education and Experience Requirements: College degree or paralegal studies certificate from accredited program. Bilingual Spanish-speaking required. Knowledge of legal terminology, strong public service interests. Strong interpersonal and customer service skills required.

Compensation: 25 hours a week \$13/hour

To apply: Email cover letter and resume to referrals@sfvba.org. Position available immediately.