



**JOB ANNOUNCEMENT**  
(Please Post)

**Office Manager**  
Sacramento County Field Office  
Full-Time  
Permanent

**POSITION:** Office Manager

**TO APPLY:** Send cover letter describing interest in the position, résumé, and three professional references (including name, title, telephone number and email) to:

Sarah R. Ropelato, Managing Attorney  
Legal Services of Northern California  
515 12th Street  
Sacramento, CA 95814  
sropelato@lsnc.net

*If sending application via email, please attach materials as a single PDF.*

**APPLICATION DEADLINE:** May 30, 2026

**START DATE:** July 15, 2026

**ORGANIZATION DESCRIPTION:**

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to people with low income, older adults and persons with disabilities in more than 23 northern California counties. LSNC has eight field offices and several special projects, including the Sacramento County office. The mission of LSNC is “to provide quality legal services that empower the poor to identify and defeat the causes and effects of poverty within their communities.”

**RESPONSIBILITIES:**

Under the supervision of the Managing Attorneys: (1) provide direct supervision of four administrative support personnel; (2) prepare and monitor the offices’ non-personnel budget, conduct cost comparison analysis, submit bills for payment, submit transmittals and manage the client trust and petty cash accounts; (3) act as liaison for the Finance and Executive teams; (4) provide technical assistance and training on technology applications and systems, including the online case management system, voice over internet protocol (VoIP) phones and program-wide technology initiatives; (5) assist with reception, secretarial and other support staff work, including filing documents with local courts; (6) compile data and create reports for the office and for funders, (7) assist other LSNC offices when needed on office manager tasks, (8) hire,

orient, train, supervise and evaluate support staff in office and provide for their professional development, (9) supervise and oversee the submission and collection of timesheets; (10) oversee office inventory, case filing systems, the program's office facilities, law library, equipment, and supplies; (8) perform additional duties as assigned consistent with qualifications, and (9) occasional travel to other LSNC offices. Perform additional duties as assigned, consistent with qualifications.

## **QUALIFICATIONS**

Minimum of one (1) year prior management or supervisory experience required. High school diploma or GED required. Paralegal, legal secretary school or college education preferred. Excellent computer skills, including knowledge of computer networks and cloud-based services. Ability to use initiative and independent judgment within program and policy guidelines. Ability to prioritize multiple projects and complete assignments in a timely manner. Strong organizing, planning, and coordinating skills. Knowledge of budgeting methods and accounting practices as well as recordkeeping principles and practices. Effective communication skills, both oral and in writing. Knowledge of community resources. Ability to serve our diverse client community effectively.

**SALARY:** \$6,167 (Step 1) to \$7,139 (Step 20)/month DOE  
*See LSNC's Policy on Salary Scales and Scale Placement at [www.lsn.net/job](http://www.lsn.net/job)*

**BENEFITS:** Legal Services of Northern California offers an excellent fringe benefits plan.

*LSNC provides a bilingual bonus for employees who speak a second language, other than English, commonly spoken by clients when the second language is used on the job for which the person is employed.*

**LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER THAT VALUES THE DIVERSITY OF ITS STAFF AND SEEKS TO FOSTER A CULTURE OF INCLUSIVITY AND BELONGING. LSNC ENCOURAGES WOMEN, NON-BINARY AND TRANSGENDER PEOPLE, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, PANSEXUAL AND QUEER PEOPLE TO APPLY.**