

Administrative Assistant – Job Description

Legal Aid Services of Oklahoma (LASO) is searching for an experienced Administrative Assistant to work in the **Oklahoma Office of Family Representation (OFR)**.

About OFR

The Oklahoma Office of Family Representation is the state's inaugural centralized office dedicated to ensuring that all children and qualified parents, legal guardians, and Indian custodians receive attorneys prepared to deliver uniform, high-quality legal representation in deprived child proceedings brought by the state under Title 10A, The Children's Code. OFR's mission is to empower parents and children in the child welfare system through enhanced legal advocacy, family preservation, community education and engagement, and a collaborative, interdisciplinary culture.

About the Role

OFR seeks an Administrative Assistant to provide high-level operational and administrative support to the Director and the management team. Based in OFR's Tulsa central office, this role sits at the intersection of legal administration, public communications, and community engagement. It calls for someone who can move fluidly between diverse tasks as necessary. This role supports the management team that oversees attorney, social work, and peer mentor contractors across a growing statewide network, and represents OFR's mission to courts, community partners, and the public. The ideal candidate brings strong legal literacy, self-motivation, organizational instincts, and a genuine commitment to support organizational goals and operational procedures.

Core Responsibilities

Administrative Support.

- Provide comprehensive administrative support to the Director and management team, including calendar management, scheduling, written and telephone correspondence, and other needs as requested.
- Assist in the preparation of legislative and administrative documents, reports, and written materials as directed by leadership.
- Assist in the maintenance, organization, development, and drafting of policies, procedures, and forms.

- Coordinate and help facilitate OFR training and continuing legal education events, managing scheduling, registration, and submission of Continuing Legal Education credits to the Oklahoma Bar Association.
- Compile and submit expense disbursement forms monthly.
- Assist in the creation of meeting agendas and manage the creation and distribution of meeting notes.
- Assist with onboarding and supply procurement for new employees.
- Field calls professionally and direct callers to the appropriate region, resource, or staff members without providing legal advice.

Office Management

- Order and maintain office supplies.
- Maintains regular in-office presence during established office hours.

Legal Research & Analysis

- Conduct legal research and provide substantive assistance to the management team, including the preparation of public-facing materials.
- Compile and draft monthly appellate case law summaries for the OFR newsletter, synthesizing Oklahoma Court of Civil Appeals (COCA) or Supreme Court opinions and procedural developments relevant to deprived child proceedings.

Digital Communications & Website Management

- Prepare the monthly OFR newsletter using Canva Pro and distribute the monthly OFR newsletter via Constant Contact, including content collection, layout, proofreading, and list management.
- Maintain and regularly update the OFR website using WordPress, including publishing news and training events, updating regional pages and county court information, and ensuring resource links, practice standards, and contractor materials remain current.
- Utilize and troubleshoot WordPress plugins as needed for site functionality including event calendars, forms, document libraries, and the interactive regional map; willingness to learn new plugins and tools as OFR's needs evolve is essential.
- Apply basic working knowledge of web accessibility standards and mobile-responsive design to keep OFR's public-facing content clear and navigable across devices.
- Create and distribute advertisements and promotional materials for OFR trainings and events.
- Maintain and regularly update OFR's social media platforms (Instagram, Facebook, and LinkedIn) in a manner consistent with OFR's professional voice and mission.
- Maintain and update OFR's practice resource bank.

Community Engagement & Outreach

- Will represent OFR at conferences, trainings, community events, and stakeholder gatherings; host tabling events; and create opportunities for networking and relationship-building when appropriate.
- Help schedule, plan, and organize internal and external OFR events.

Qualifications

- **Education** — High School diploma or equivalent; Bachelor’s degree is preferred; education in law or related studies preferred.
- **Experience** — Previous legal administrative assistant.
- **Technical proficiency** — Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams); Adobe Acrobat Pro; Canva Pro, WordPress, Constant Contact, Westlaw, Facebook, Instagram, and LinkedIn.
- **Office Presence** — Must be able to maintain regular in-office presence during established office hours: Monday – Thursday 8:30 – 5:00 p.m. This is *not* a remote position.
- **Communication** — Excellent written and verbal communication skills; ability to produce precise, professional documents; respond timely to staff and public inquiries; build effective working relationships with OFR staff, contractors, and community partners; be professional and courteous, and maintain a calm, professional, and respectful demeanor when responding to concerns, conflict, or challenging interactions.
- **Web & digital** — Proficiency with WordPress (content editing, page management, plugin configuration); ability to independently troubleshoot site issues and learn new tools as organizational needs change; experience with Constant Contact or a comparable email platform a plus
- **Organization** — Established knowledge of operations, practices and procedures of law offices, relevant courts and administrative agencies. Strong time management and prioritization skills; ability to manage multiple concurrent deliverables, deadlines, and communications across a multi-region program without close supervision
- **Analytical thinking** — Strong research, analytical, and problem-solving skills; resourcefulness and initiative in the development and completion of independent projects
- **Adaptability** — Willingness to adapt to the changing needs of the office, anticipate needs, and take on stretch assignments/special projects as time allows
- **Physical Requirements**
This work is sedentary and requires the following physical activities:
 - * Sitting for long periods of time; occasional bending, squatting, kneeling, stooping; good finger dexterity; frequent repetitive motions; and the ability to speak and hear; or the ability to perform essential job functions with reasonable accommodation.
 - * Frequent lifting (up to water cooler, 25 pounds of paper supplies or minor office equipment).

- **Travel:** Travel throughout the State of Oklahoma may be necessary at times. Travel for conferences and training may also be required.

Application Instructions

- Interested applicants should submit a cover letter, a resume, and three professional references to Tara Zinn tara.zinn@laok.org.

NOTE: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.

LASO is committed to equal employment opportunities for all. LASO is committed to hiring the most qualified applicants.

LASO is committed to compliance with all applicable federal, state, and local anti-discrimination laws.