

NOTICE OF JOB OPPORTUNITY

HOUSING PARALEGAL

POSITION: HOUSING PARALEGAL at the Central Regional Office—
East Saint Louis.

RESPONSIBILITIES: Assist attorneys in representation of eligible clients in housing matters. Duties include document collection and review, client contact, drafting pleadings, conducting legal and non-legal research, preparing and maintaining client files, participation in community legal education and outreach, staffing the housing desk at the St. Clair County Courthouse and onsite intake at four public housing developments in East Saint Louis.

QUALIFICATIONS: Bachelor's degree, paralegal certification or equivalent. Paralegal experience preferred. Understanding of public housing programs in East Saint Louis preferred. Comfort with technology required, including Microsoft Office. Ability to communicate effectively in a pleasant and professional manner to clients and staff. Demonstrated commitment to the representation of low-income individuals.

PROGRAM DESCRIPTION: Land of Lincoln Legal Assistance Foundation, Inc. provides free legal services to low-income individuals and groups in civil cases through five (5) branch offices in central and southern Illinois. The program has a long history of high quality advocacy for our clients.

SALARY: \$32,000 and up DOE. Excellent insurance and fringe benefits.

APPLICATIONS: Send resume and cover letter (including prior legal work duties and computer equipment/software experience) to:

Stacy Campbell, Managing Attorney
Land of Lincoln Legal Assistance Foundation, Inc.
8787 State St. Suite 101
East St. Louis, IL 62203
618-398-0958
scampbell@lollaf.org

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

January 3, 2018