

NOTICE OF JOB OPPORTUNITY

LEGAL SECRETARY

- POSITION:** LEGAL SECRETARY at Land of Lincoln Legal Assistance Foundation's Central Regional Office—East Saint Louis. Position available immediately.
- RESPONSIBILITIES:** Answer phones, type legal pleadings, correspondence and court forms, perform intakes, input data into client database, telephone contact with clients and adverse parties, prepare reports, assist with grant compliance and other secretarial duties as assigned.
- QUALIFICATIONS:** Minimum of one (1) year legal secretarial experience or two (2) years general secretarial experience preferred. Ability to type 60 wpm. Good working knowledge of Microsoft Office programs. Ability to communicate effectively in a pleasant and professional manner.
- 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:** \$28,500 and up DOE. Excellent benefits.
- APPLICATIONS:** Send resume (including prior legal work duties and experience with computer equipment/software) 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

February 27, 2017