

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:** Managing phone system and office calendar, meeting and greeting clients, performing intakes, entering data into client database, opening and closing files, filing, maintaining brochures and forms and other secretarial duties as assigned.
- QUALIFICATIONS:** Minimum of one (1) year legal experience or two (2) years general secretarial experience preferred. Ability to communicate effectively in a pleasant and professional manner required. Excellent typing skills. Good working knowledge of Microsoft Office programs.
- 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

April 16, 2018