

NOTICE OF JOB OPPORTUNITY

LEGAL SECRETARY

- POSITION:** LEGAL SECRETARY at Land of Lincoln Legal Assistance Foundation's Eastern Regional Office—Champaign. 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, assisting attorneys with client representation, 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; and comfort with technology necessary.
- 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) and cover letter **BY NOVEMBER 15, 2017** to:
- Susan Zielke, Managing Attorney
Land of Lincoln Legal Assistance
302 N First St
Champaign, IL 61820
szielke@lollaf.org