

NOTICE OF JOB OPPORTUNITY

PART-TIME LEGAL SECRETARY

POSITION: PART-TIME LEGAL SECRETARY
position at Land of Lincoln Legal Assistance
Foundation's Southern Regional Satellite
Office in **Mt. Vernon, Illinois.**

QUALIFICATIONS: Ability to type 65 wpm and transcribe from
machine dictation accurately. Good
working knowledge of Microsoft Office.
Ability to communicate effectively in a
pleasant and professional manner.
Sensitivity to the problems of poor
clients.

PAY: \$12-14 per hour DOE; no fringe benefits.

APPLICATIONS: Send resume and cover letter by
December 27, 2017, to:

Diane M. Goffinet
Managing Attorney
Land of Lincoln Legal Assistance
Foundation, Inc.
509 South University Avenue, 3rd Floor
Carbondale, IL 62901
dgoffinet@lollaf.org

**Land of Lincoln Legal Assistance Foundation, Inc. is an equal
opportunity/affirmative action employer.**