

**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 to:

Diane M. Goffinet  
Managing Attorney  
Land of Lincoln Legal Assistance  
Foundation, Inc.  
509 South University Avenue, 3<sup>rd</sup> Floor  
Carbondale, IL 62901  
[dgoffinet@lollaf.org](mailto:dgoffinet@lollaf.org)

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