

**NOTICE OF JOB OPPORTUNITY**

**PART-TIME LEGAL SECRETARY**

**POSITION:** PART-TIME LEGAL SECRETARY at Land of Lincoln Legal Assistance Foundation's Western Regional Office—Alton, IL. Position available immediately for up to 24 hours a week.

**RESPONSIBILITIES:** Answer phone, type and e-file 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 and transcribe from handwritten material accurately. 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:** Dependent on experience.

**APPLICATIONS:** Send cover letter and resume (including prior legal work duties and experience with computer equipment/software) to:

Clarissa Gaff, Managing Attorney  
Land of Lincoln Legal Assistance Foundation, Inc.  
310 Easton St., Suite 330  
Alton, IL 62002  
cgaff@lollaf.org

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

August 17, 2017