

LAND OF LINCOLN LEGAL AID, INC.
NOTICE OF JOB OPPORTUNITY

POSITION: INTAKE SPECIALIST at Land of Lincoln Legal Aid's Western Regional Office located in Alton, Illinois.

RESPONSIBILITIES: Assist attorneys in representation of eligible clients in cases involving employment barriers. Intake Specialist duties include in-house and off-site intake for new clients, document collection and review, maintaining client contact, assisting attorneys in drafting pleadings, preparing and maintaining client files, participating in community legal education and outreach, and travel to the partner sites. Other organizational duties as assigned.

QUALIFICATIONS: Bachelor's degree, paralegal certification, or equivalent. Paralegal experience preferred. Good work ethic. Good working knowledge of Microsoft Office programs. Ability to communicate effectively orally and in writing in a pleasant and professional manner.

PROGRAM DESCRIPTION: Land of Lincoln Legal Aid is a non-profit organization which 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 strong history of high quality and innovative advocacy for our clients.

SALARY: \$28,500 and up dependent on experience. Excellent insurance and retirement plan benefits.

APPLICATIONS: Send resume, cover letter and writing sample to:
Latasha Barnes, Managing Attorney
Land of Lincoln Legal Aid, Inc.
310 Easton Street. Suite 330
Alton, Illinois 62002
618-462-0029
lbarnes@lincolnlegal.org

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
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