



*Breaking Barriers to Justice*

## **NOTICE OF JOB OPPORTUNITY**

### **LEGAL SECRETARY**

**POSITION:**

LEGAL SECRETARY position at Land of Lincoln Legal Aid Southern Regional Office in Carbondale.

**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 low-income clients.

**PROGRAM DESCRIPTION:**

Land of Lincoln Legal Aid is a non-profit organization which provides free legal services to low-income persons and senior citizens in civil cases through five (5) regional and three (3) satellite 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 DOE. Excellent health insurance and retirement benefits.

**APPLICATIONS:**

Send resume and cover letter to:

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

**Land of Lincoln Legal Aid is an equal opportunity employer.**