



Breaking Barriers to Justice

NOTICE OF JOB OPPORTUNITY

LEGAL SECRETARY

POSITION: LEGAL SECRETARY position at Land of Lincoln Legal Aid Administrative Office.

QUALIFICATIONS: Ability to type 65 wpm. Good working knowledge of Microsoft Office. Comfort with technology a plus. 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:

Clarissa P Gaff.
Executive Director
Land of Lincoln Legal Aid
8787 State St. Suite 201
East St. Louis, IL 62203
cgaff@lincolnlegal.org

Land of Lincoln Legal Aid is an equal opportunity employer.

April 25, 2019