Scanner

Land of Lincoln Legal Aid, Inc. seeks a scanner for its Northern Regional Office located in Springfield, Illinois. This position is temporary. The scanner will perform high volume scanning of client files, folders, and other office documentation to Land of Lincoln’s systems, including other miscellaneous duties as assigned by supervising staff.

Land of Lincoln Legal Aid provides free civil legal services to low-income individuals in 65 counties in Illinois. We are committed to working for justice with those whose voices might otherwise not be heard; to empower individuals to advocate for themselves; and to make positive changes in the communities we serve. Our attorneys provide holistic legal advocacy in partnership with community organizations, social service agencies, and faith-based groups.

Responsibilities include:
- Scan files
- Organize paper documentation and online filing using computer system
- Miscellaneous office duties as assigned

Qualifications:
- Computer proficiency required; Sharepoint experience a plus
- Willing to work in office environment; able to lift 20 lbs
- Good interpersonal skills
- Highly motivated and demonstrated ability to work independently as well as part of a team

Special Working Conditions and Demands:
- Applicants must have reliable transportation.
- This position is based in the regional office posting the position.

Compensation:

Competitive hourly rate for 20-32 hours per week during normal business hours. This position is temporary.

Please send a cover letter and resume to email Melinda Hubele, Managing Attorney; bstrumper@lincolnlegal.org. Include “Scanner” in subject line.

Land of Lincoln is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, LBGTQIA+, and gender non-conforming applicants.