



*Breaking Barriers to Justice*

## **LEGAL ASSISTANT – Public Benefits Unit**

Land of Lincoln Legal Aid, Inc. seeks a full-time legal assistant for its Public Benefits Unit (PBU) located in the Metro East (St. Clair and Madison Counties). The PBU is a centralized unit focusing exclusively on representing clients in federal and state public benefits matters. The PBU will provide direct client representation to clients throughout our service area and work with our regional offices to strengthen our public benefits practice. 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

### **Responsibilities include:**

- Answer phones, direct calls, and perform receptionist responsibilities
- Communicate with clients, attorneys, and others
- Perform intake of prospective clients, which includes data entry in case management system
- Type legal documents and correspondence
- E-file legal documents and handle mail
- Other duties as assigned

### **Qualifications:**

- Prior legal office experience a plus;
- High School graduate or equivalent;
- Excellent typing skills;
- Organization and attention to detail;
- Strong commitment to social and racial justice;
- Sense of humor and computer proficiency;
- Highly motivated and demonstrated ability to work independently as well as part of a team;
- Must have reliable transportation and driver's license.

### **Compensation:**

\$44,000+ (depending on experience). Excellent insurance and retirement benefits. Land of Lincoln is a 501(c)(3) non-profit and is an eligible employer for the federal public service loan forgiveness program.

### **Please send a cover letter and a resume to:**

Clarissa Gaff, Executive Director, c/o Amanda Vivod [avivod@lincolnlegal.org](mailto:avivod@lincolnlegal.org)

**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.**